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IBX Request
User Manual

IBX On-demand Platform

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Change Log

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1.2.2	23.09.2010	Update RFC 357
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All	12.09.2011	Changed images to show changes in layout. Update RFC 789
All	13.02.2012	Changed images to show changes in layout. Also, changed the procedure for creating free request.
All	28.05.2012	Manual updated to incorporate changes in layout. Also, updated the manual to incorporate hand over request and Assign request options.

Table of Contents

1. IBX Request 4
1.1 Create New Request 4
1.2 View Requests and Quotes 19
1.3 Evaluation of Quotes 29
1.4 Message Board 36

Table of Figures

Figure 1: eProcurement Page 4
Figure 2: Create New Request 4
Figure 3: Settings 5
Figure 4: Information 6
Figure 5: Questions 7
Figure 6: Add Question 7
Figure 7: Update Question 8

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Figure 8: Import Questions 9
Figure 9: Items 10
Figure 10: Edit Item 10
Figure 11: Attachments 11
Figure 12: Add Attachment 11
Figure 13: Delete Attachment 11
Figure 14: Vendors 12
Figure 15: Vendor Directory 12
Figure 16: Import Vendors 13
Figure 17: Change Vendor Contact Person 13
Figure 18: Screening Setup 14
Figure 19: Search Screeners 14
Figure 20: Select Screeners 15
Figure 21: Add new screener 15
Figure 22: Screeners 16
Figure 23: Review and Send 17
Figure 24: Sent Request 17
Figure 25: History 18
Figure 26: View Requests and Quotes 19
Figure 27: My Latest 19
Figure 28: Export to Excel 19
Figure 29: Search 20
Figure 30: Request Details 21
Figure 31: View Quotes 21
Figure 32: Quote Details 22
Figure 33: Decline Quote 23
Figure 34: Confirm Decline – Single Quote 23
Figure 35: Confirm Decline – Multiple Quote 23
Figure 36: Request Detail 24
Figure 37: Quote Detail 24
Figure 38: Confirm Decline 25
Figure 39: Hand over request 25
Figure 40: Search group users 25
Figure 41: Users/Groups list 26
Figure 42: Confirm hand over request 26
Figure 43: Assign the request 27

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Figure 44: Assign to me....27
Figure 45: New Version / Copy of Request....27
Figure 46: Create Shopping Cart....28
Figure 47: Confirm Accept....28
Figure 48: eProcurement page - Shopping Cart....28
Figure 49: My Latest....29
Figure 50: Submit for screening....30
Figure 51: Screen....30
Figure 52: Quote....31
Figure 53: Reject quote....31
Figure 54: Complete/Decline Screening....32
Figure 55: My Latest....32
Figure 56: Screening process....33
Figure 57: Quote....33
Figure 58: Reject quote....34
Figure 59: Evaluation of Quotes....35
Figure 60: Evaluation Page....35
Figure 61: Message Board....36
Figure 62: Message Board - Create New Subject....36
Figure 63: Message Board - Reply....37

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1. IBX Request

IBX Request is used to send requests, receive and evaluate quotes from one or several vendors.

Click **Create Request** link, and click **OK** button on a pop-up window.

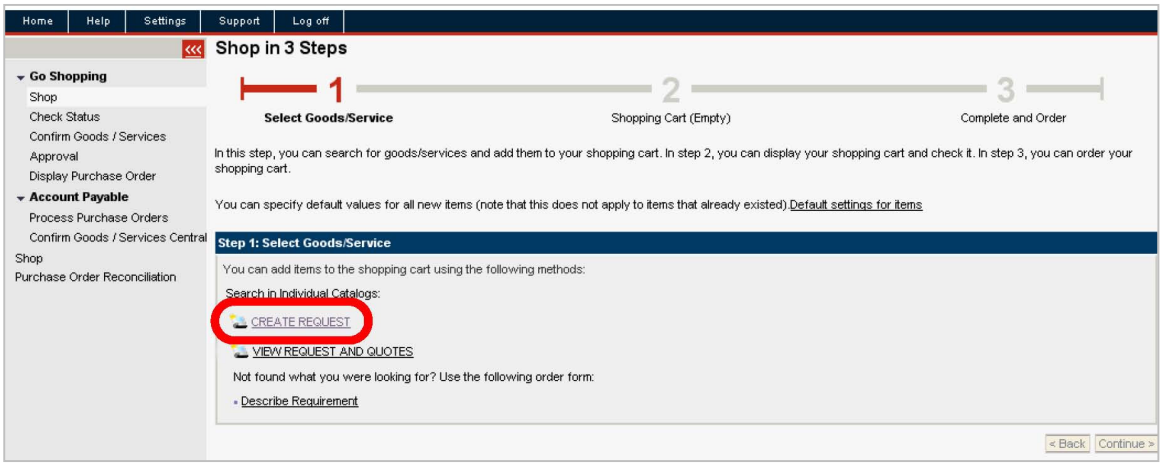
Home
Help
Settings
Support
Log off
Shop in 3 Steps
Go Shopping
Shop
Check Status
Confirm Goods / Services
Approval
Display Purchase Order
Account Payable
Process Purchase Orders
Confirm Goods / Services Central
Shop
Purchase Order Reconciliation
1
Select Goods/Service
2
Shopping Cart (Empty)
3
Complete and Order
In this step, you can search for goods/services and add them to your shopping cart. In step 2, you can display your shopping cart and check it. In step 3, you can order your shopping cart.
You can specify default values for all new items (note that this does not apply to items that already existed) Default settings for items
Step 1: Select Goods/Service
You can add items to the shopping cart using the following methods:
Search in Individual Catalogs:
CREATE REQUEST
VIEW REQUEST AND QUOTES
Not found what you were looking for? Use the following order form:
Describe Requirement
< Back
Continue >

Figure 1: eProcurement Page

1.1 Create New Request

From **Create New Request** tab you can access the create request wizard.

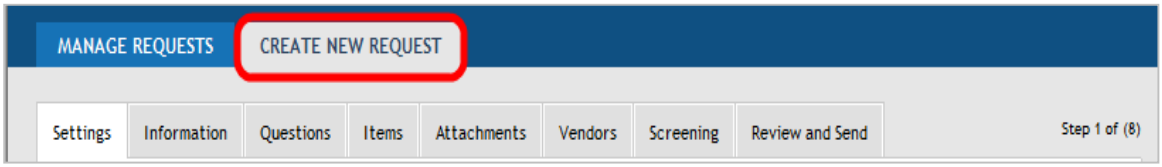

Figure 2: Create New Request

All information marked with * symbol are mandatory.

By clicking either **Save** or **Next** buttons the information within the page is saved. Use **Next** button or **Go Back** link to navigate between tabs.

An incomplete request is automatically saved as a draft if it is not sent to the vendor(s) or the application is closed abruptly.

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1.1.1 Settings

On the **Setting** tab the fields that need to be filed in are:

- **Product group**: Select an appropriate product group for your request by entering either a code or a description. The selected group can be adjusted for individual items during the request process. The most common taxonomies are UNSPSC and eClass. The product group is used for statistical purposes but can also be used as input to account assignment.
- **Currency**: Select the desired currency from the dropdown list.
- **Language**: Select a language from the dropdown list. The notification email to vendors is sent out based on this choice.

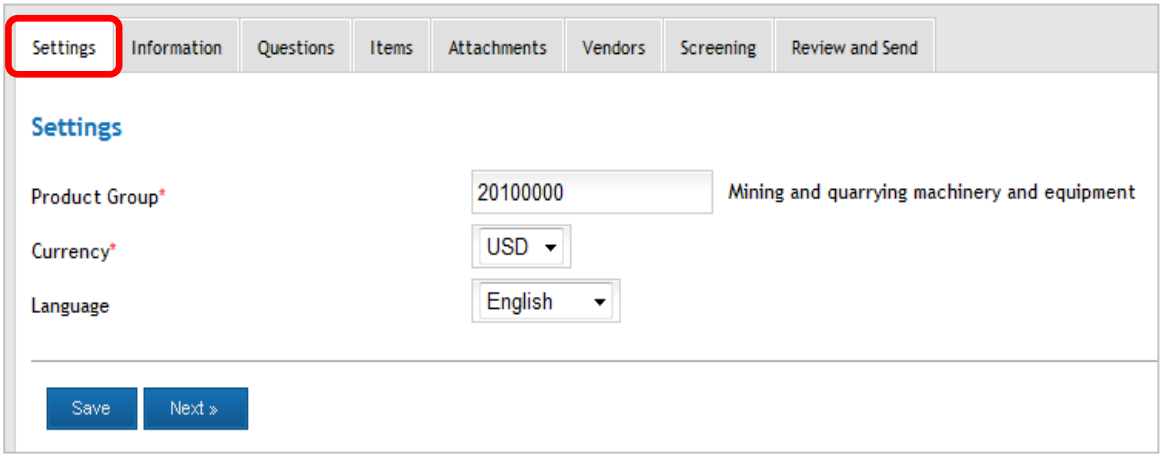

Figure 3: Settings

1.1.2 Information

A brief description of the request is added under this tab.

Name of request: Enter the request name.

Reply latest on: Choose the date and time until the vendor can send quote(s). You can select **End of day** checkbox or set the time manually.

NOTE: If **End of day** checkbox is selected, default time is set as 23:59.

NOTE: Request is automatically moved into Expired state at the Date and time specified in **Reply latest on**.

NOTE: Based on the system settings you can either receive or not quotes after the **Reply latest on** is reached.

Required on/latest, select one of the available options

- **Before** from the dropdown list for the goods/service to be delivered *before a* certain date.
- **On** from the dropdown menu for goods/service to be delivered *on* a certain date.

NOTE: *Depending on user configuration, some default values are set for **Reply latest on** and **Required on latest** dates.*

Description: Enter a brief description for the request.

Buyer Info: Brief information on buyer details as provided in the buyer profile of system administration and address information provided by buyer while setting up the request.

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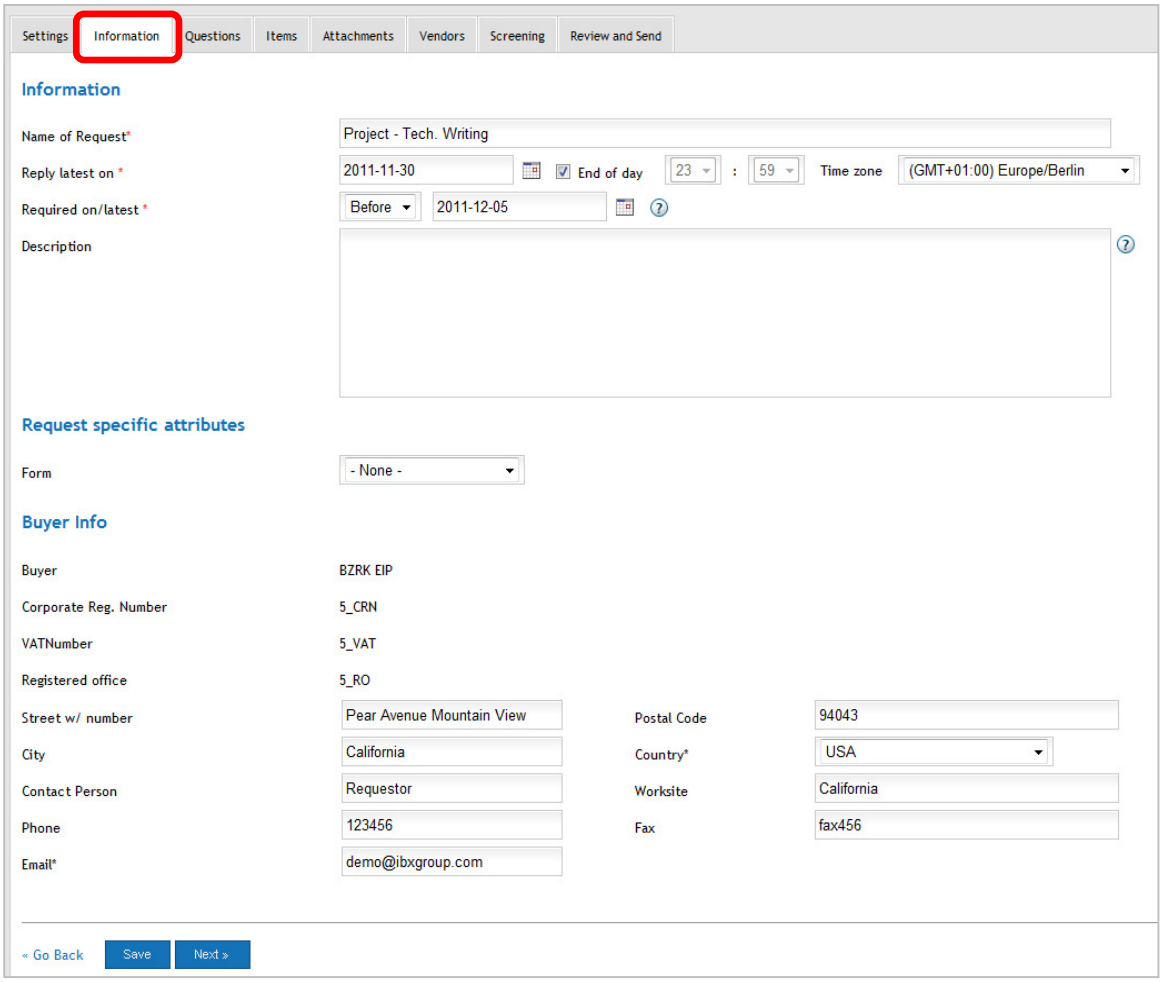

Figure 4: Information

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1.1.3 Questions

The questions for the request can be added in **Questions** tab.

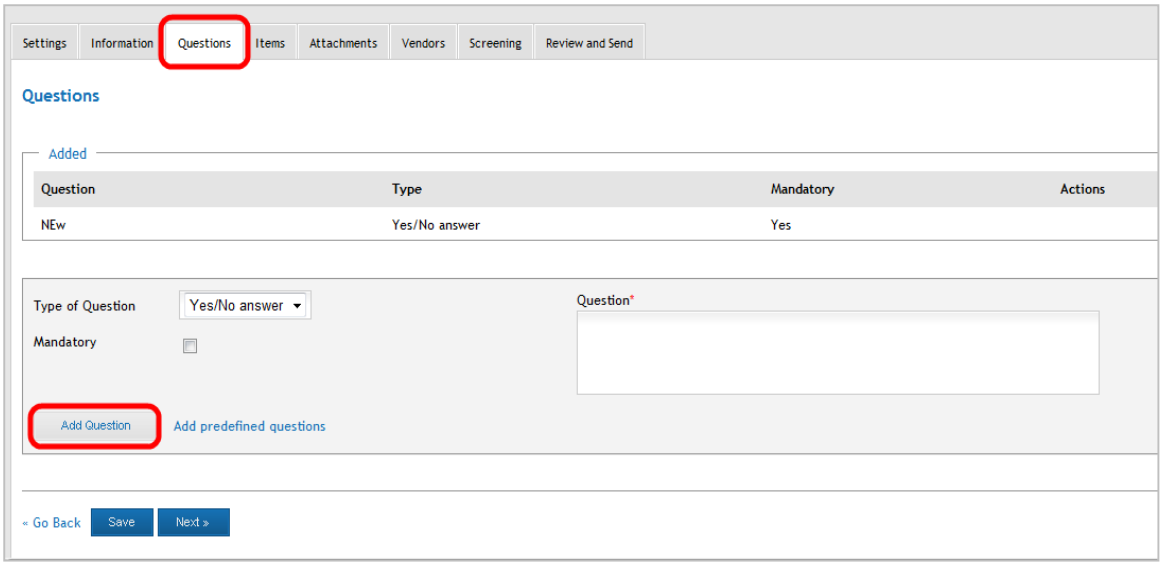

Figure 5: Questions

Add new Question

To add a new question, do the following steps:

1. Select the **Type of Question** from the dropdown menu.
2. Type the question in **Question** textbox.
3. Select the **Mandatory** checkbox to create a mandatory question for vendor.
4. Click the **Add Question** button.
5. Click **Save** button to save the question.

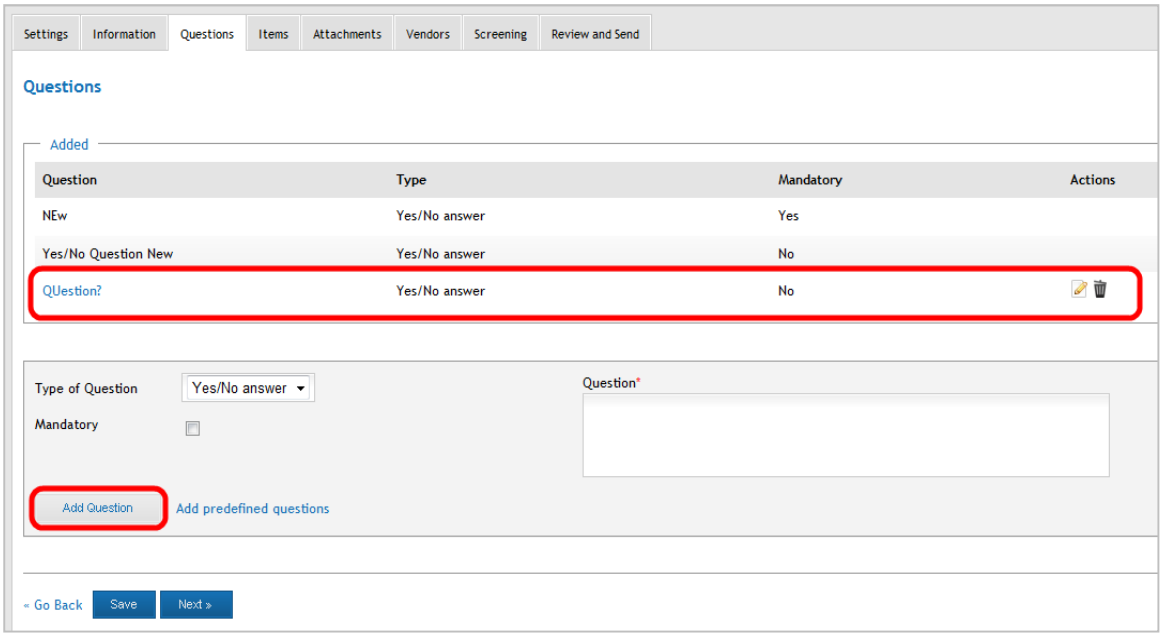

Figure 6: Add Question

Click **Add Question** button to add further questions.

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Click icon to remove a question.

To edit an added question, do the following steps:

1. Click question headline or click on icon.
2. Do the necessary change(s).
3. Click the **Update Question** button.

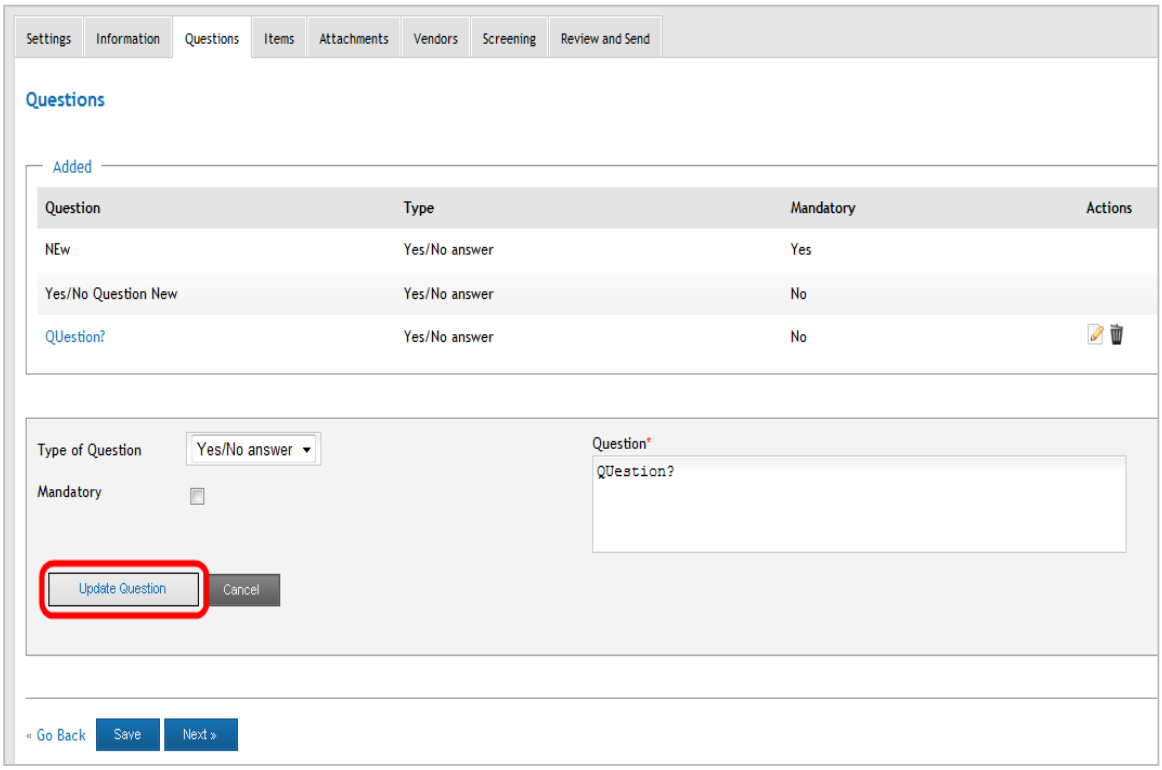

Figure 7: Update Question

Add Predefined Questions

A predefined set of questions can also be imported.

1. Click **Add predefined questions** button.
2. A popup window opens, where the predefined questions can be selected from **Global questions** or **Category specific Questions** (different for each product group).
3. Click **Add selected questions** button to add the question to the list.

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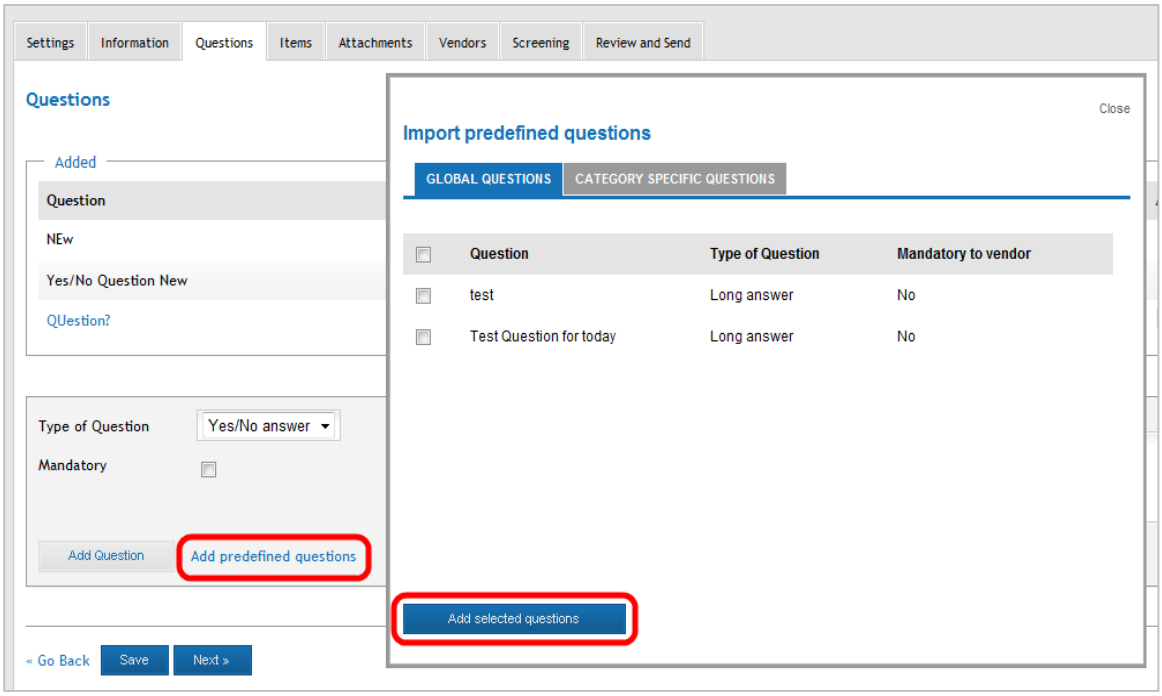

Figure 8: Import Questions

The administrator has the option to define:

- **Forced questions**: Questions to be always included in the request, which cannot be removed the request.
- **Suggested questions**: Questions which are included by default, but can be removed by the current user.

Forced and Suggested questions are not editable by the end user.

Click **Save** button to save the entered information or Click **Next** button to save the entered information and move to the next tab .

Click **Go Back** link for moving to previous pages.

1.1.4 Items

The **Items** tab is used to add or import items to the request.

Fill in the line details of a specific item and click **Add Item** button. Click **Import articles from XML file** button to import item(s) from an Excel/XML file.

To save added item(s) as an Excel/XML file, select **Export all to Excel** from **Select action** drop-down list and click **OK** button.

> **NOTE**: *The **Vendor article number** field is replaced by **Vendor Reference** throughout the application in the new version as shown below.*

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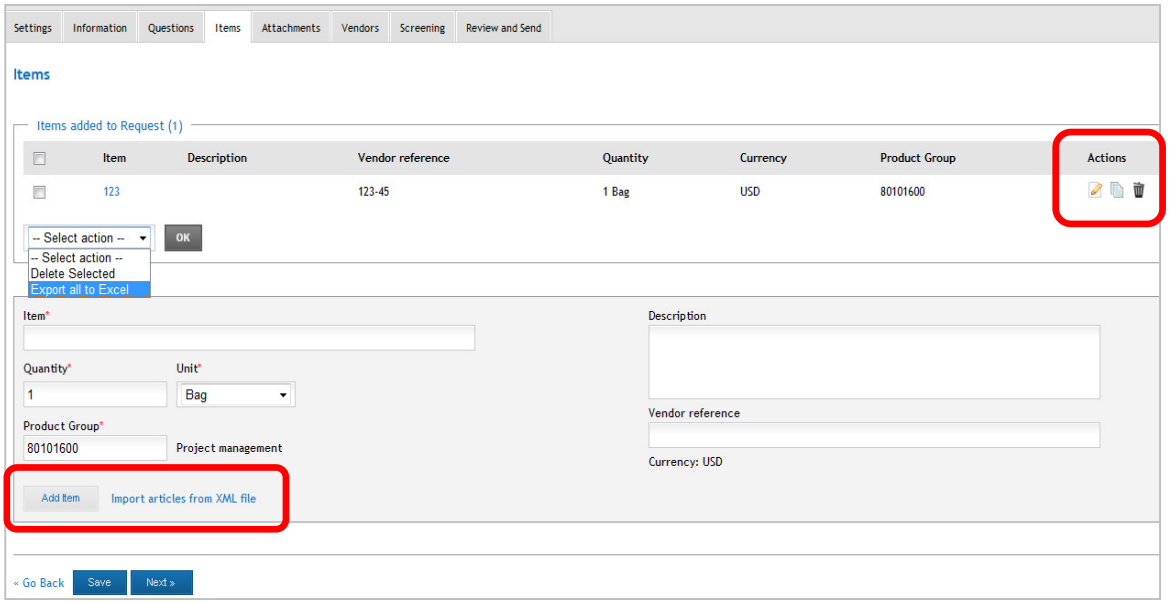

Figure 9: Items

Click icon to copy a added item and use it as reference for a new item.

To delete an added item from the list, select the item, click on the icon or select **Delete Selected** from **Select Action** drop-down list and click **OK** button.

Click icon to edit an article. Click **Update Item** button to save the edited information.

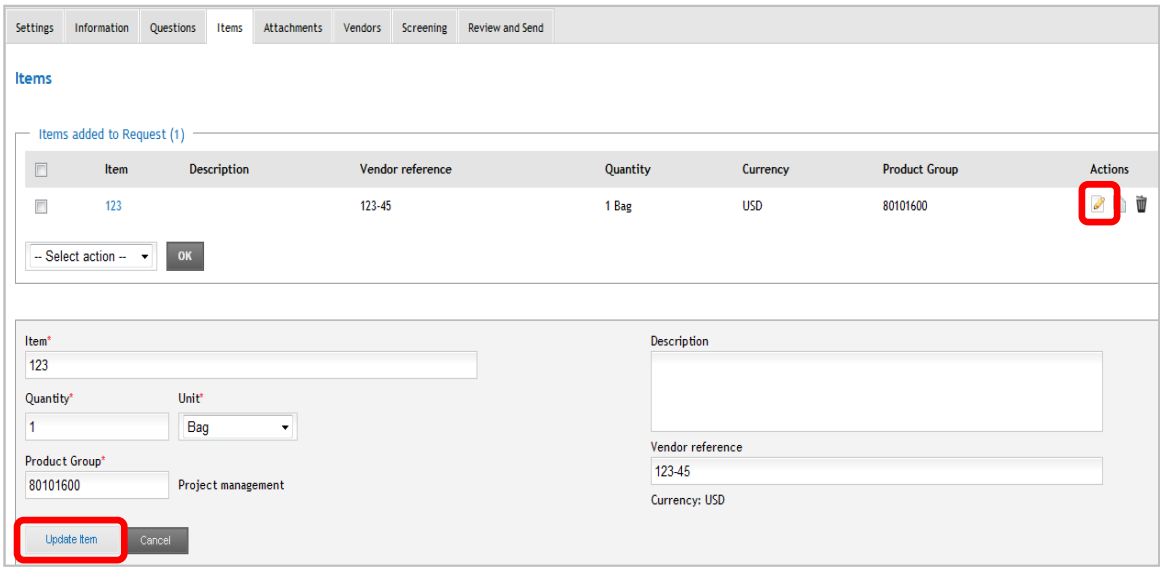

Figure 10: Edit Item

1.1.5 Attachments

Attachments tab is used to add files or links as attachments for the current request.

Are two attachment types which can be added:

- Company specific attachments, added by the administrator
- Request specific attachments

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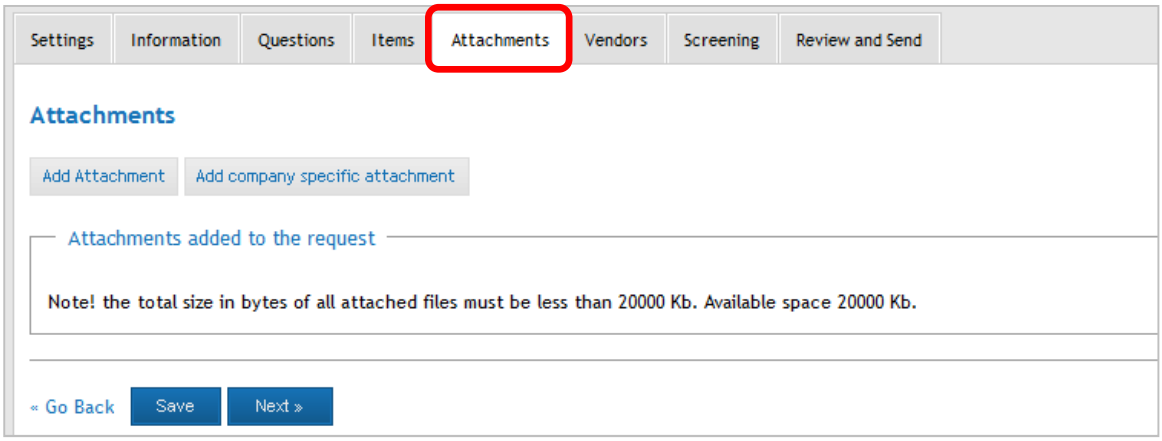

Figure 11: Attachments

Click **Add Attachment** button to add an attachment for the current request.

1. Select the attachment type: File or Link
2. Select a file and enter the attachment a name
3. Click **Save File** button to add the attachment.

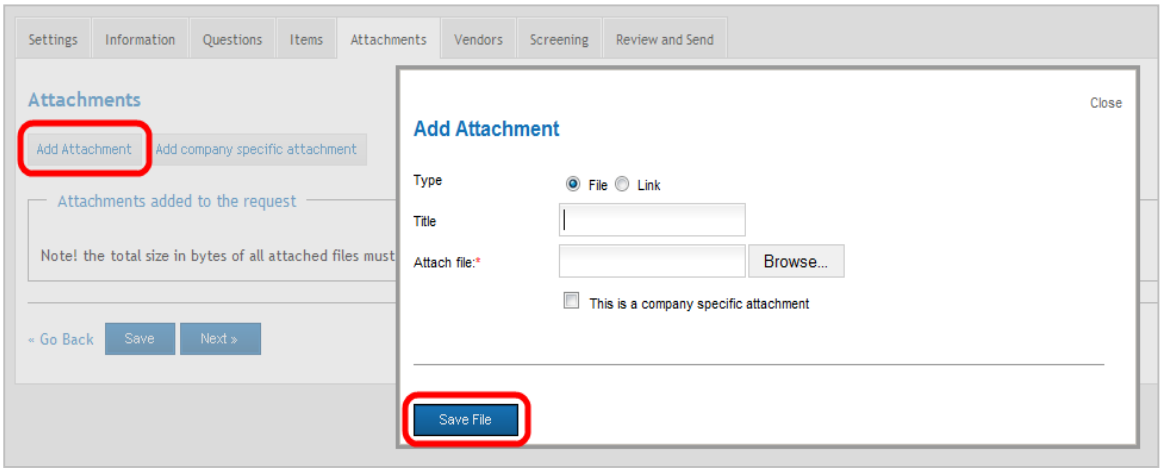

Figure 12: Add Attachment

The attachments are displayed under **Attachments added to request** section. To remove an attachment, click icon.

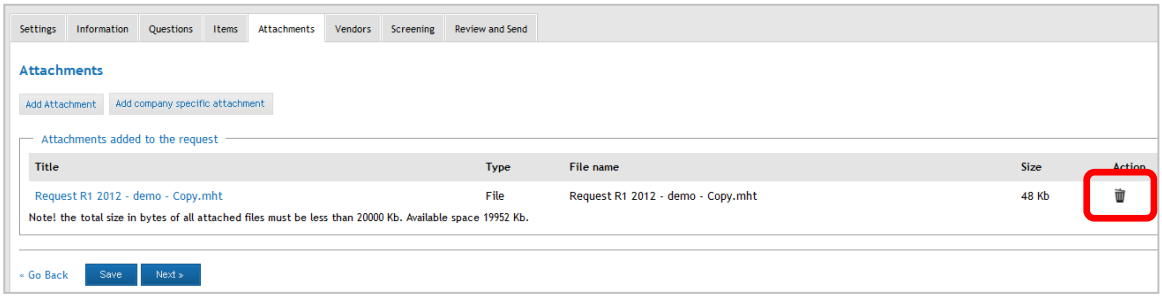

Figure 13: Delete Attachment

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1.1.6 Vendors

Vendors tab is used to select the suppliers to be invited in the request for quotation. The section below describes the method to select vendors using the vendor directory provided by IBX.

NOTE: *IBX Request application is also delivered with an external vendor directory.*

Selecting vendors from the Vendor Directory

1. Click on the **Add new Vendor** button.
2. **Search Vendors** window appears where **Country**, **Category** and **Functional role** can be selected from the dropdown list or a search text is entered in the **Free text** box.
3. Click **Search** button for searching the available vendors.
4. Select the checkbox(s) for the desired vendor(s) and click **Add Selected Vendors** button to import the vendors to the request.

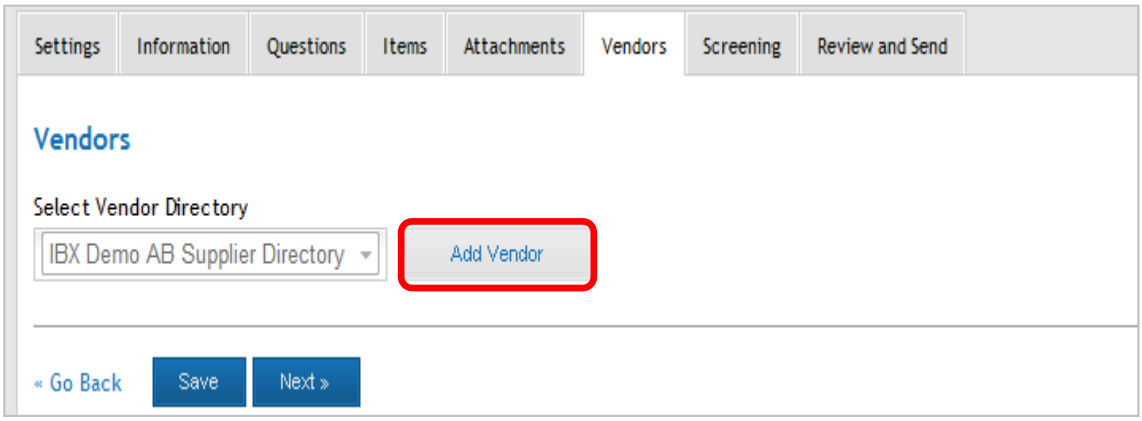

Figure 14: Vendors

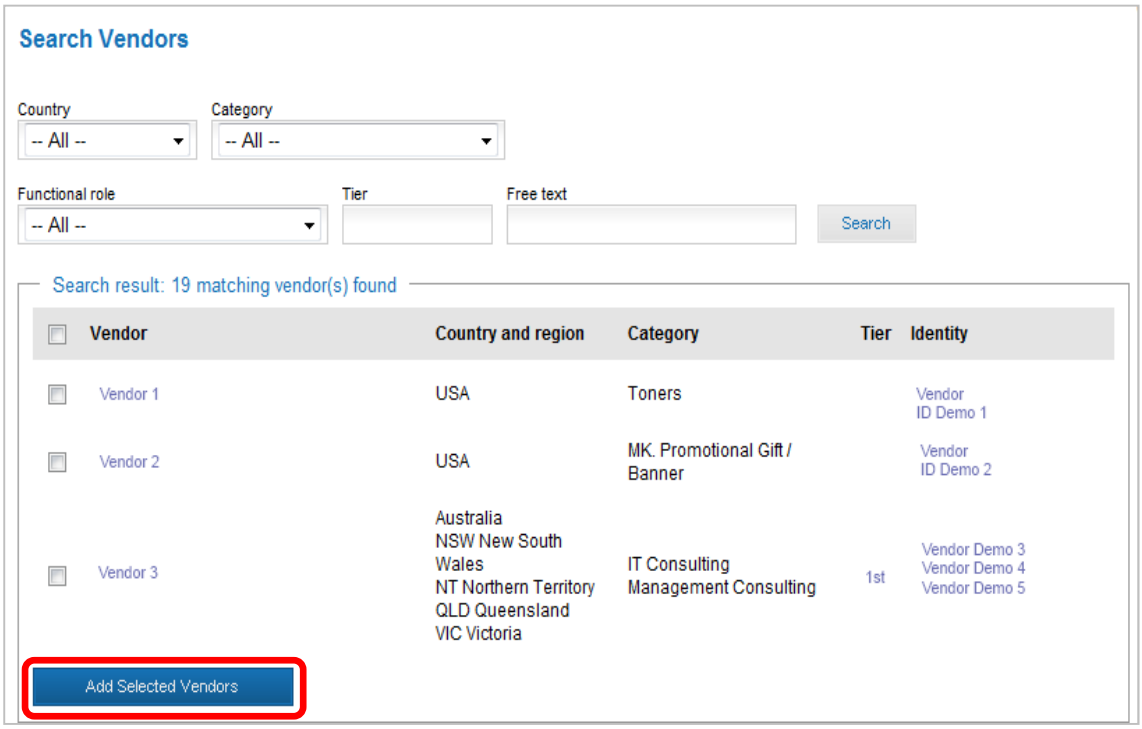

Figure 15: Vendor Directory

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The selected vendors are displayed in the **Vendors** list.

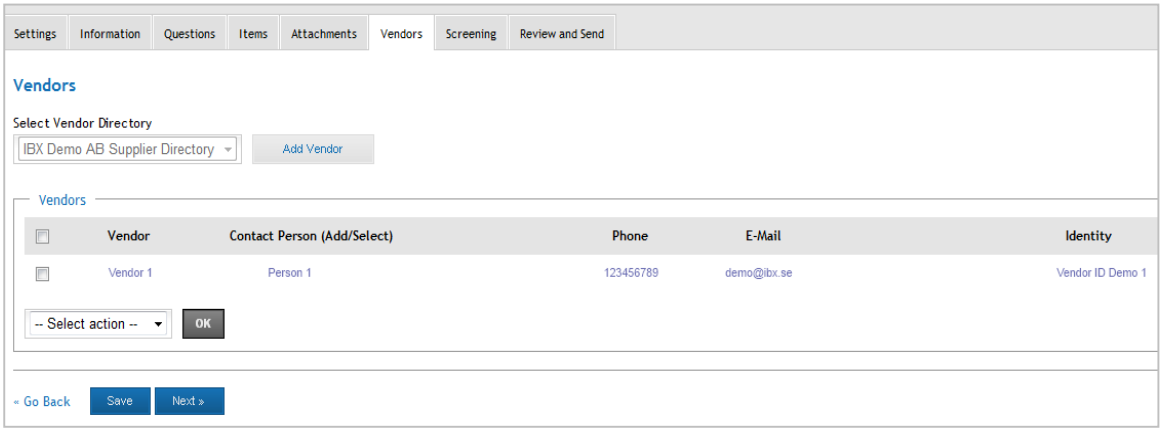

Figure 16: Import Vendors

To add a new a contact person or to change the current contact person, for a selected vendor, click on the name in the **Contact Person** column. A pop-up window will appear for selecting or adding the desired name. To update the vendor contact list for the current request click **Save** button.

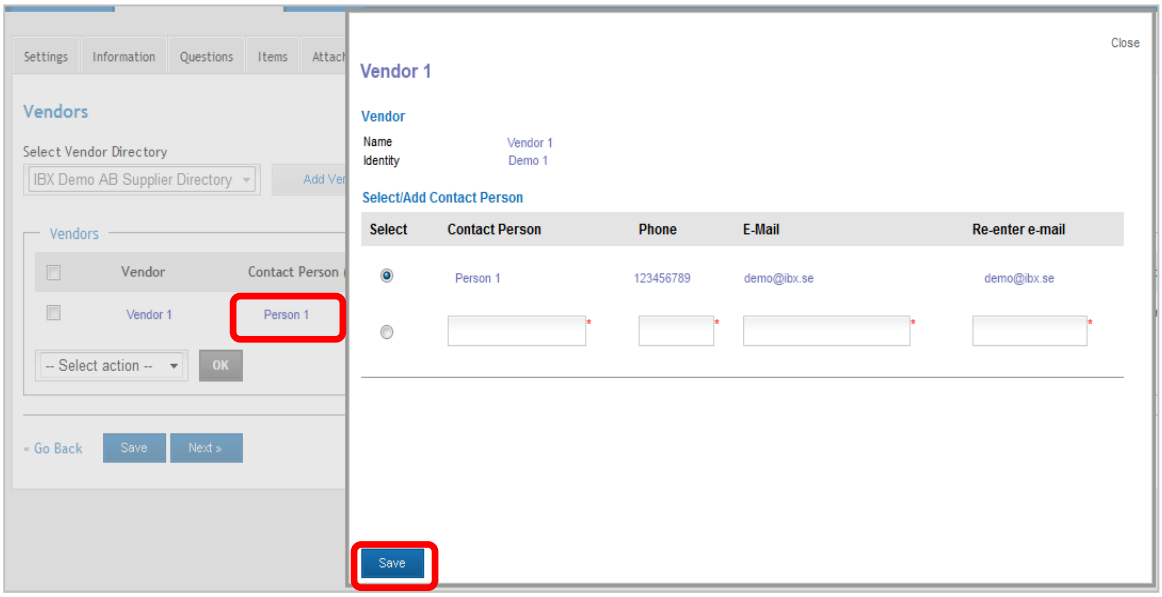

Figure 17: Change Vendor Contact Person

NOTE: *Add a new contact person for the vendor if this feature is enabled in the organization profile.*

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1.1.7 Screening

To evaluate the quotes received from the vendors, request owner can set up responsible screeners in a free request during all request states. This process is not mandatory.

To setup the **Screening** do the following steps:

1. Under **Responsible** column, first screener name displays request owner's username by default. This is not editable.
2. Enter the screening step in the text box under **Description** column. This step is not mandatory.
3. Click the **Save** button.
4. To add/select another screener, click **Add Screener** button.

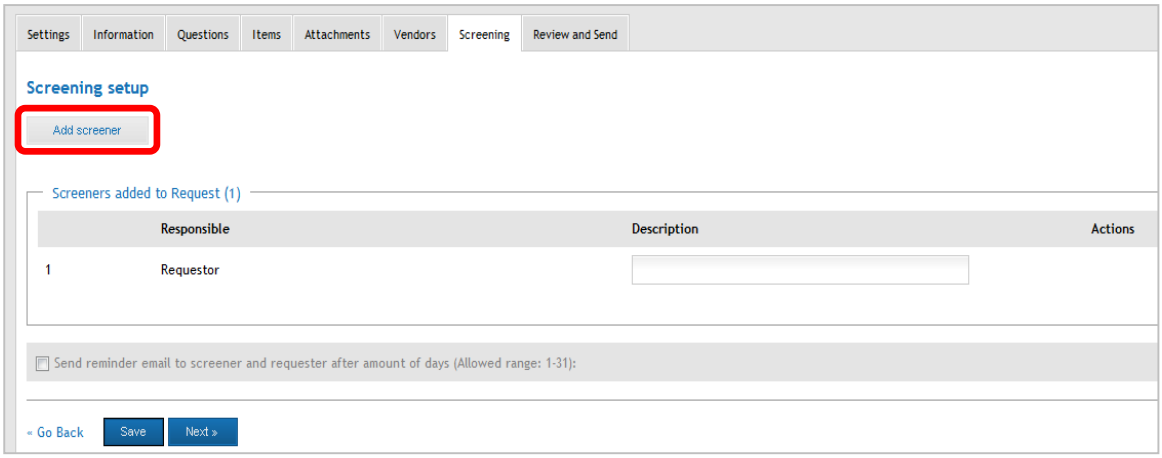

Figure 18: Screening Setup

5. **Manage screening** page opens.

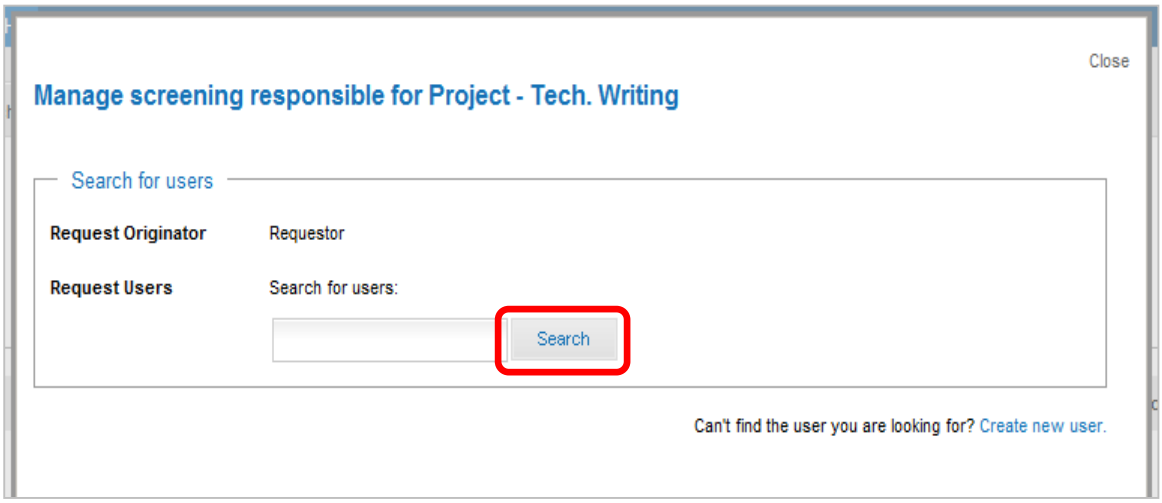

Figure 19: Search Screeners

6. Enter the user name in **Search for users** text box and click **Search** button.
7. Click the radio button to select the desired user from the search list.
8. Click on the **Save selected screener** button.

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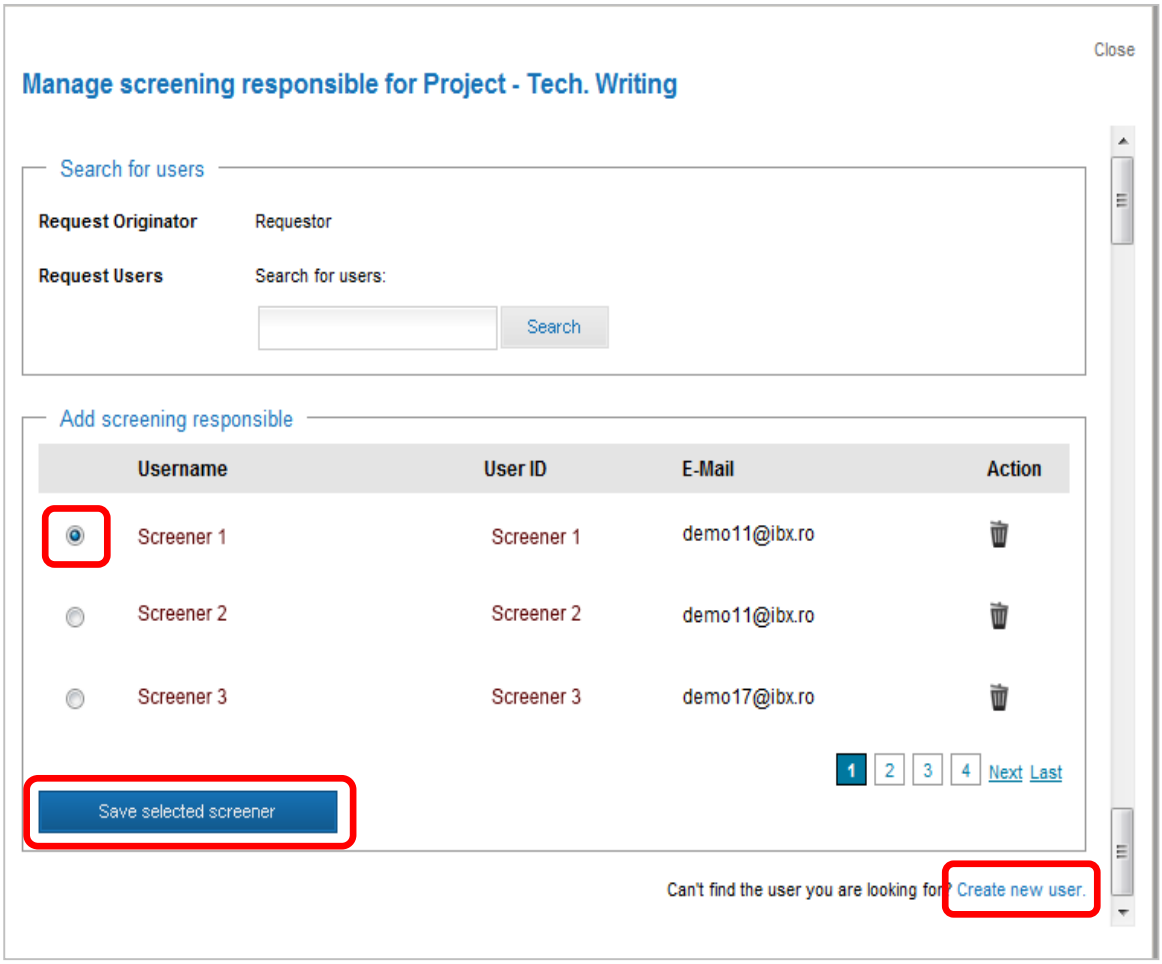

Figure 20: Select Screeners

9. If the user is not available in the system, click on the **Create new user** link to add the screener manually.
10. **Add new screener** window opens.

Figure 21: Add new screener

11. Add the screener details.
12. Click on the **Add and assign** button.
13. **Screening setup** page appears and the new screener is added in the **Screeners added to Request** list**.**

NOTE: *System allows adding maximum ten rows and a screener cannot be selected more than once.*

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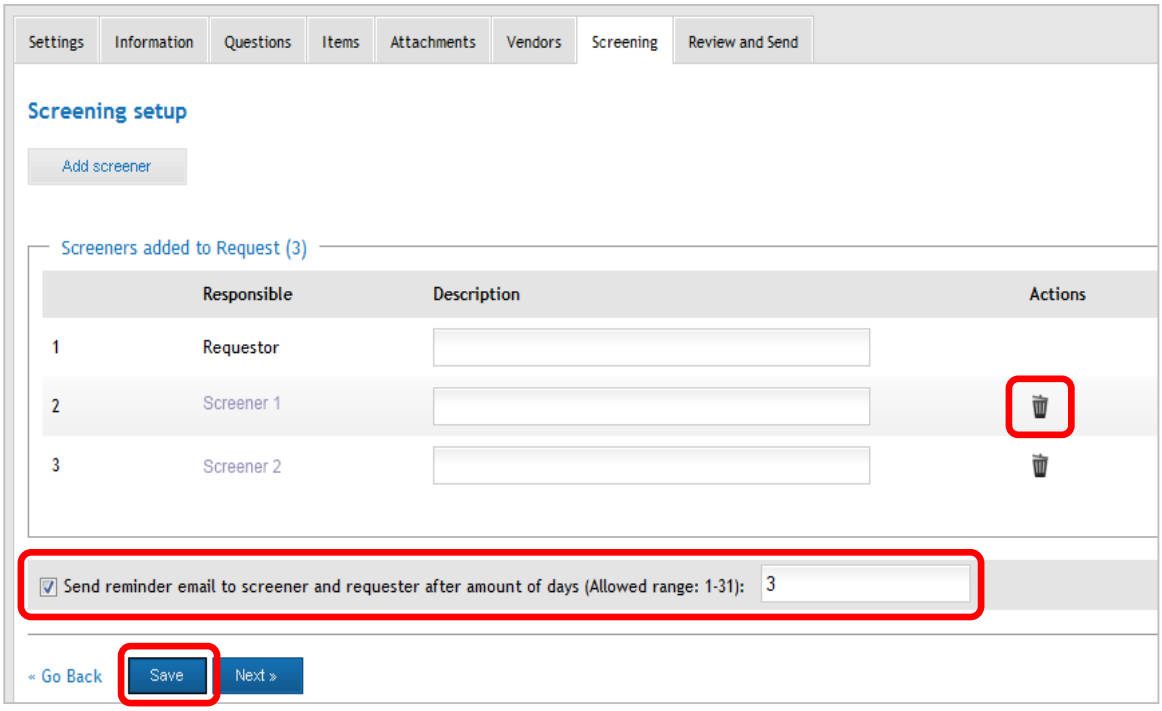

Figure 22: Screeners

14. Select **Send reminder email to screener and requestor after amount of days** checkbox.
15. Enter the amount of days in the textbox.

    NOTE: *Allowed range for amount of days is 1 to 31.*

16. Click **Save** button.
17. To change the screener, click on the screener name under **Responsible** column and repeat steps 6 to 12.
18. To remove any screener, click icon under **Action** column and then click **Save** button

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1.1.8 Review and Send

Under **Review and Send** tab is displayed a summary of the information in the request. A red exclamation mark indicates that information is missing in the request. To complete, navigate to the tab and enter the missing information then click **Save** button.

Click **Print** button when a request is complete to create a PDF document for printing. The PDF document is a summary of the request, but does not contain the vendor information.

Click **Send Request** button to send the request to selected vendor(s).

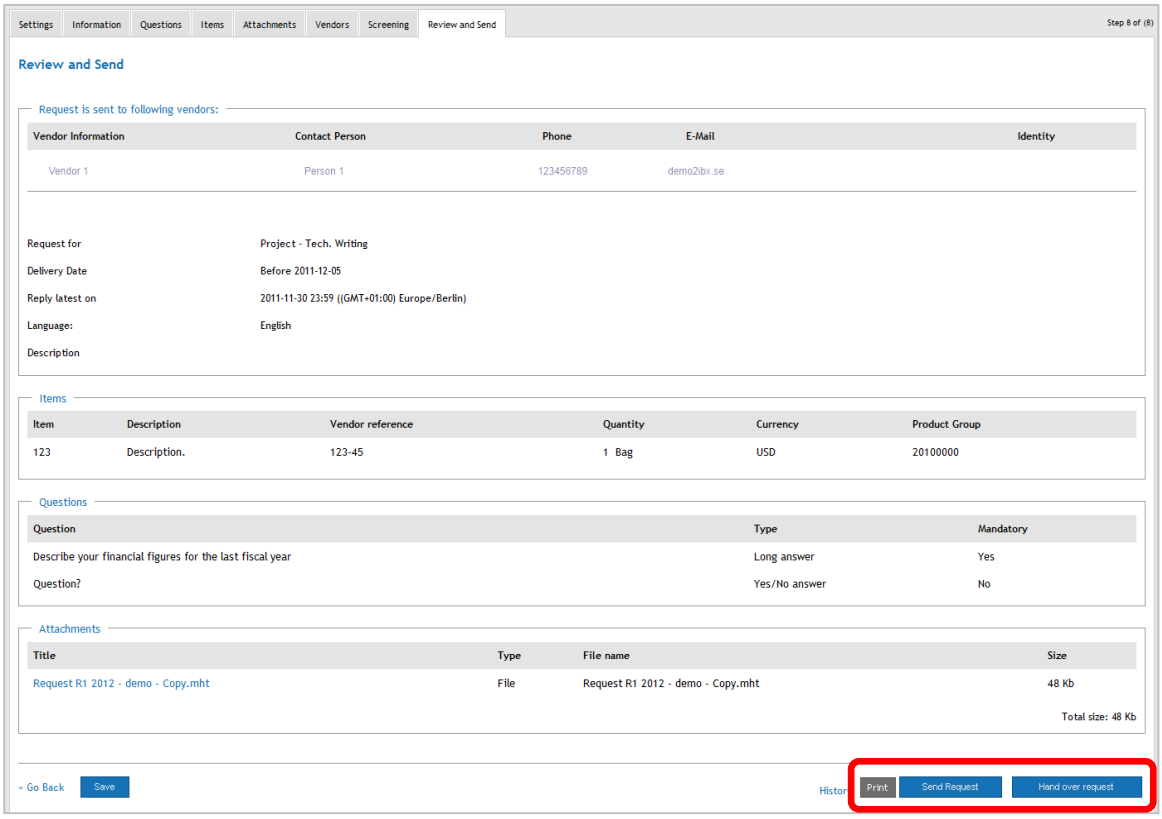

Figure 23: Review and Send

A confirmation message is shown for a successfully sent request.

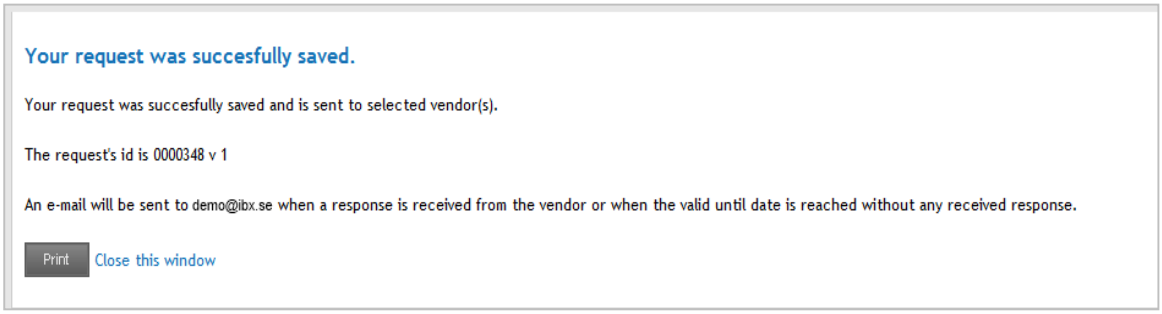
Your request was succesfully saved.
Your request was succesfully saved and is sent to selected vendor(s).
The request's id is 0000348 v 1
An e-mail will be sent to demo@ibx.se when a response is received from the vendor or when the valid until date is reached without any received response.
Print
Close this window

Figure 24: Sent Request

The request will be saved as a draft if not sent.

Click **History** button (also available after the request is sent to vendors) to access the change log of the request.

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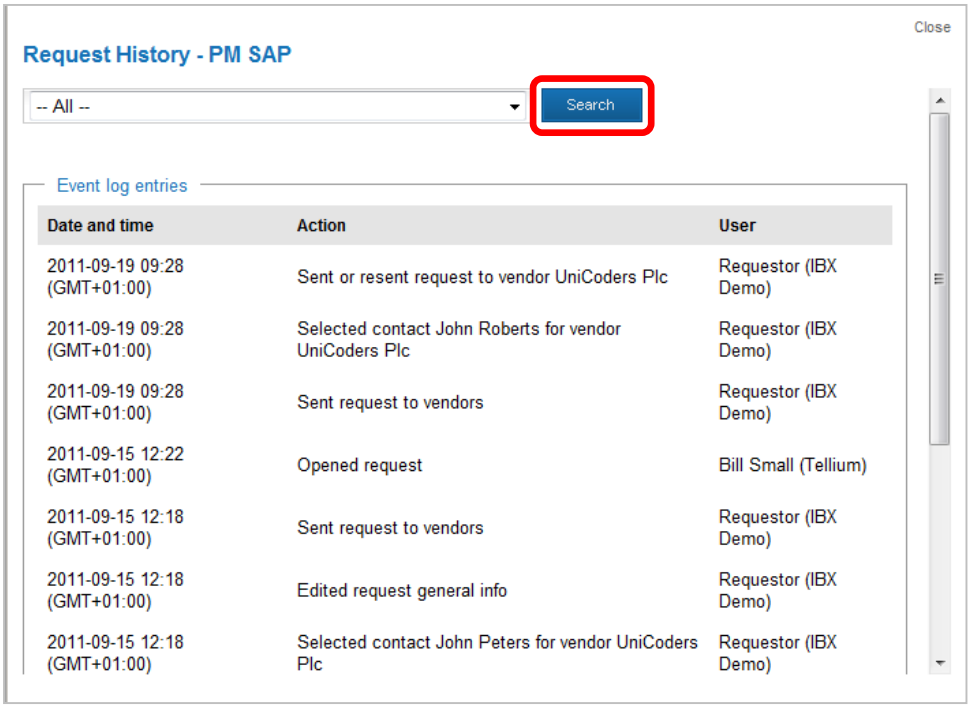

Figure 25: History

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1.2 View Requests and Quotes

An email notification is automatically sent when a vendor responds to the request. Click **View Requests and Quotes** link**,** select the current project and click **OK** button to view the list of quotes.

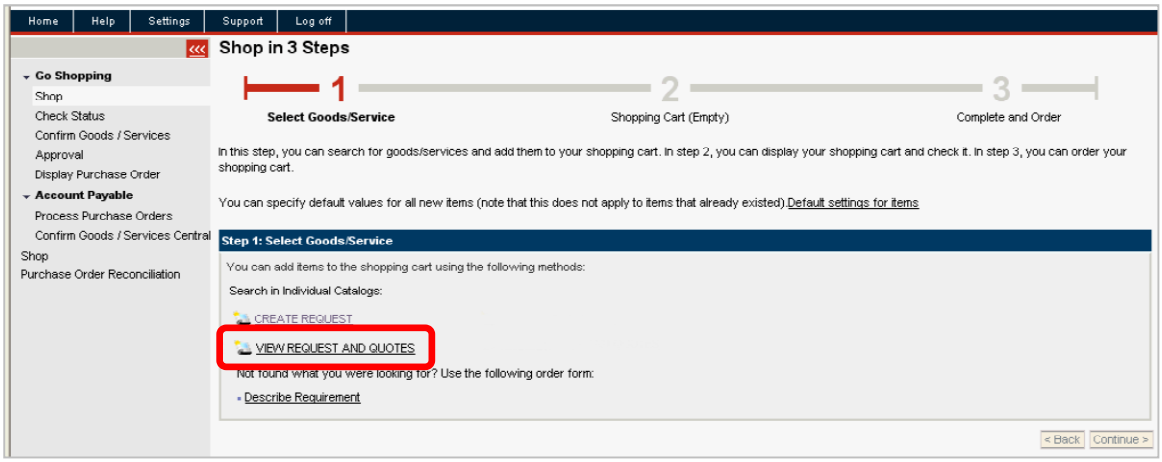
Home
Help
Settings
Support
Log off
Shop in 3 Steps
Go Shopping
Shop
Check Status
Confirm Goods / Services
Approval
Display Purchase Order
Account Payable
Process Purchase Orders
Confirm Goods / Services Central
Shop
Purchase Order Reconciliation
1
Select Goods/Service
2
Shopping Cart (Empty)
3
Complete and Order
In this step, you can search for goods/services and add them to your shopping cart. In step 2, you can display your shopping cart and check it. In step 3, you can order your shopping cart.
You can specify default values for all new items (note that this does not apply to items that already existed) Default settings for items
Step 1: Select Goods/Service
You can add items to the shopping cart using the following methods:
Search in Individual Catalogs:
CREATE REQUEST
VIEW REQUEST AND QUOTES
Not found what you were looking for? Use the following order form:
Describe Requirement
< Back
Continue >

Figure 26: View Requests and Quotes

The list contains the requests arranged in the order of their date. The **Status** column shows whether it is a draft, a sent request or if the vendor has responded to the request. The first number in brackets is the number of assigned vendors and the second is the number of responded vendors.

Open a request by clicking on its **Request ID** link in **Manage Requests** tab.

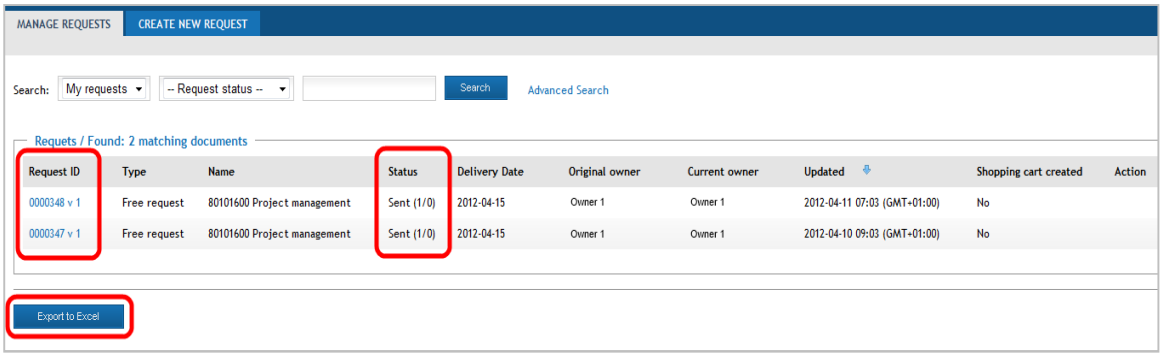

Figure 27: My Latest

Click **Export to Excel** button in **Manage Requests** tab to save the request details in excel file format as shown below.

	A	B	C	D	E	F	G	H
1	**Request ID**	**Name**	**Status**	**Updated on**	**Description**	**Issued on**	**Reply latest on (Valid until)**	**Delivery date (Required on/latest)**
2	0000003 v 1	30010103 active carboncopy1	Sent	6/10/2010 13:30	feasability	6/10/2010 19:00	7/1/2010	7/10/2010
3	Draft	30010103 active carbon version1	Draft	6/15/2010 8:00	analysis		8/12/2010	8/20/2010
4	Draft	20010100 Ampoule (glass, packing material)	Draft	5/9/2010 10:15	technical		5/30/2010	6/15/10
5	0000002 v 1	40010400 Rainwear	Responded	6/25/2010 15:45		6/30/2010 15:45	7/24/2010	8/1/10
6	0000002 v 2	request_demo	Cancelled	5/30/10 16:45	development	6/1/10 16:45	7/5/2010	7/15/10

Figure 28: Export to Excel

1.2.1 Search Request

Click **Search** button under **Manage Requests** tab to search for a request. Following filters are available for **Search**:

- My requests/ All requests

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- Request status
- Free text search.

NOTE: **My requests** filter lists the requests, where the user is the current owner.

To get additional filters, click on the **Advanced Search** link.

To hide the **cancelled requests** and/or the **requests with created shopping cart**, select the respective checkboxes.

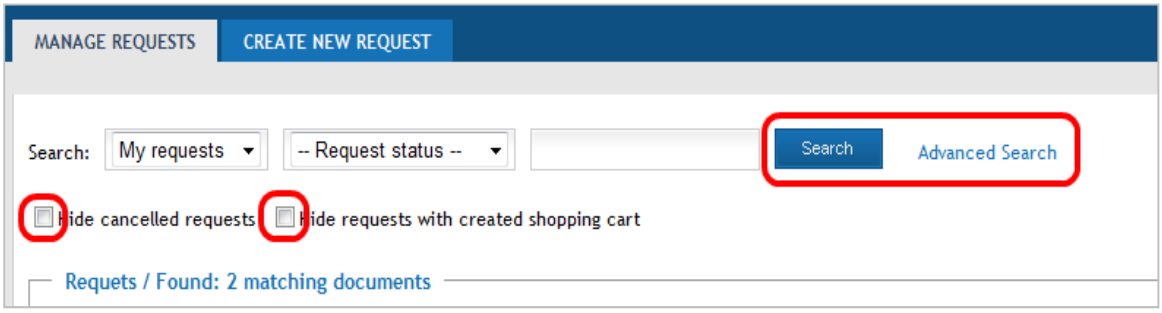

Figure 29: Search

1.2.2 Manage Requests

Following actions can be performed on the request details page:

- Access the quote(s)
- Evaluate (compare) quotes
- Decline a quote(s)
- Hand over request
- Assign the request
- Create a new version of the request
- Create a copy of the request
- Create a shopping cart, if the quotes have been sent
- Cancel the entire request: A quote is not created if the request is cancelled.
- View vendor organization details
- Communicate with the vendor using message board.

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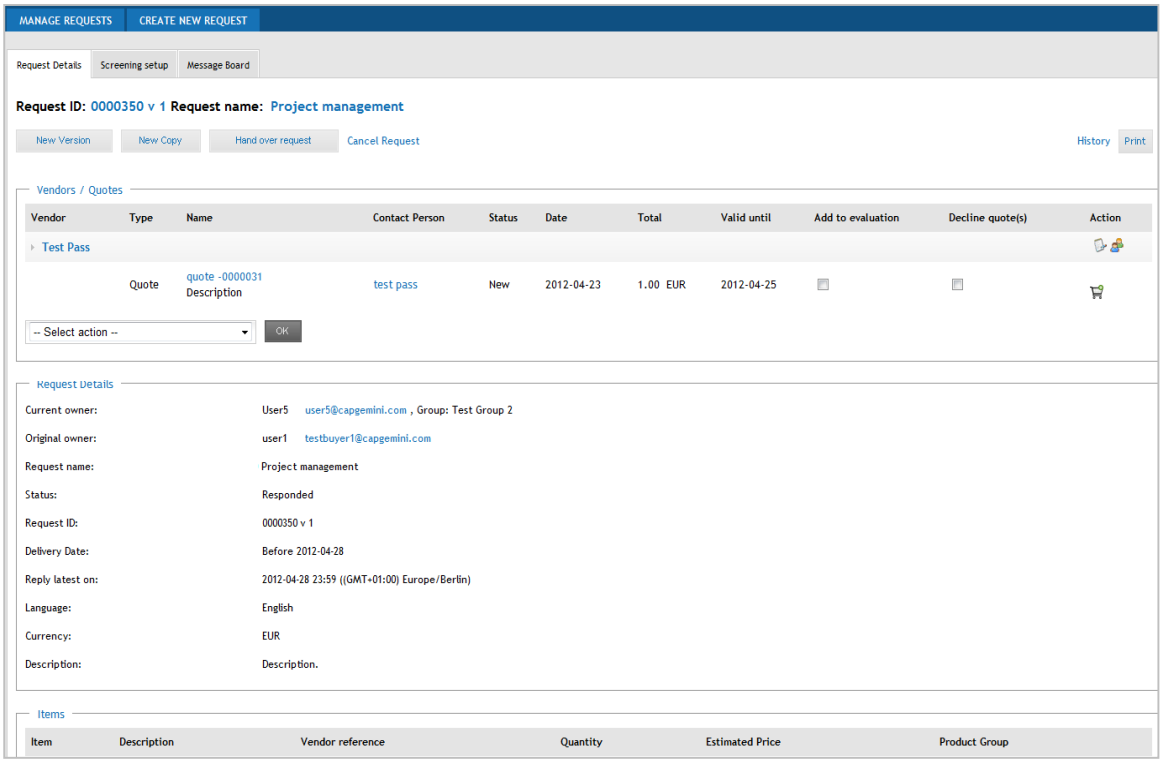

Figure 30: Request Details

View Quote

Click on the quote number to open it.

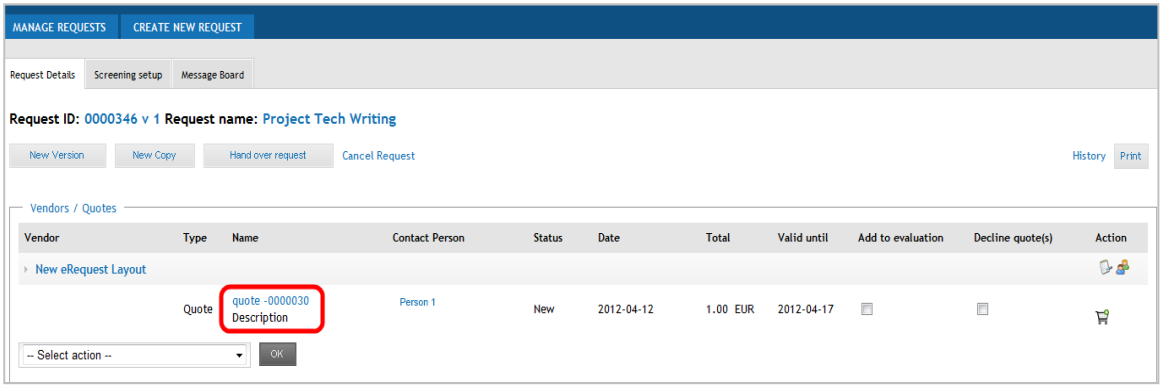

Figure 31: View Quotes

All the information of quote with attachments can be viewed. A quote should be accepted by clicking **Accept and create shopping cart** button to create a shopping cart.

Once, you click **Accept and create shopping cart** button, the **Confirm Accept** window appears.

NOTE**:** Message contained in the window converts to body message of the notification mail sent to the selected supplier.

Customize the message, if required and Click **Accept and create shopping cart** button.

Click the quote number link or **Back** button to go back to the overview page.

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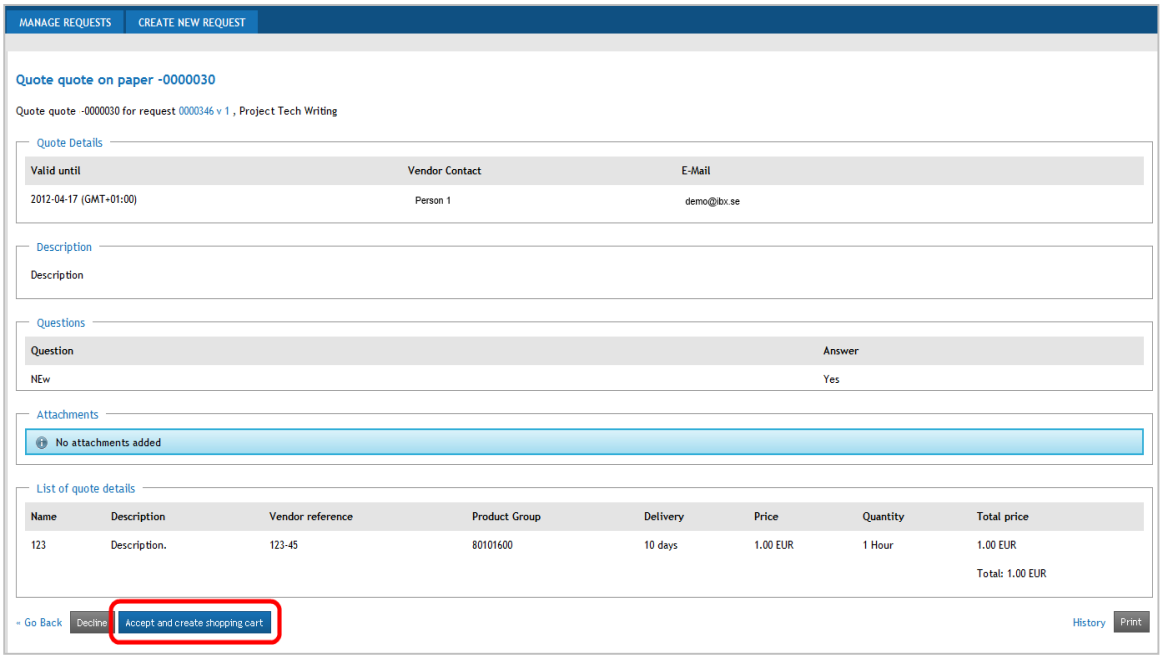

Figure 32: Quote Details

Decline

To decline quote(s) from **Request details** page, do the following steps:

1. Select the checkbox (es) under **Decline quote(s)** column.
2. Select **Decline Selected Quotes** from **Select action** dropdown menu.
3. Click **OK** button.

NOTE: **Decline quote(s)** option is disabled if no quotes have been received in the request and it becomes enabled at the time at least one quote is received in the request.

NOTE: If no quote is selected, error message is displayed "**Please select at least one quote**".

NOTE: **Decline quote(s)** option is disabled in case "All bids are sealed until the predefined quotation deadline" option activated at the profile level and request has not reached yet the Expire date. **Decline quote(s)** option becomes enabled once the request meets the Expire date.

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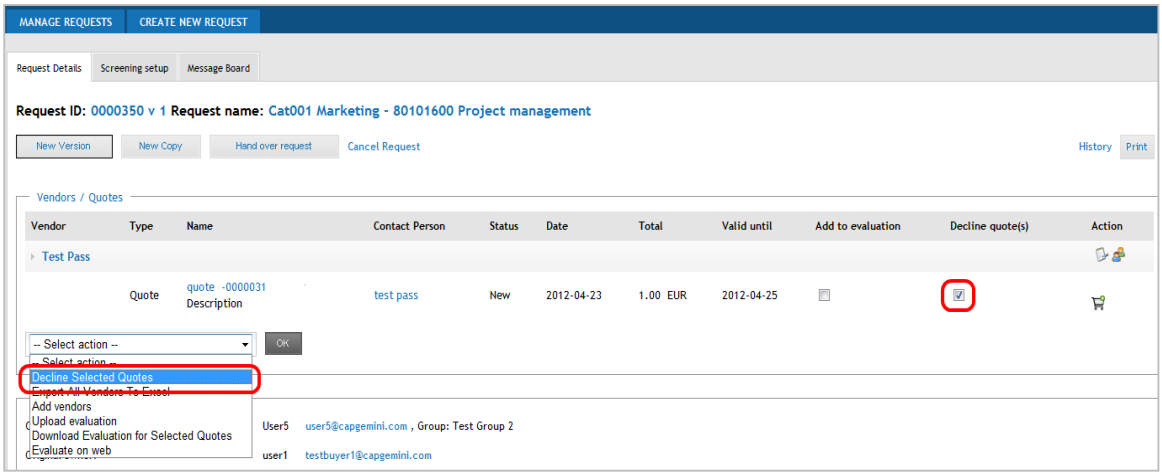

Figure 33: Decline Quote

4. **Confirm Decline** window appears.

   NOTE: If one quote is selected, the message contained in the window converts to body message of the notification mail sent to the selected supplier.

5. Customize the message, if required.

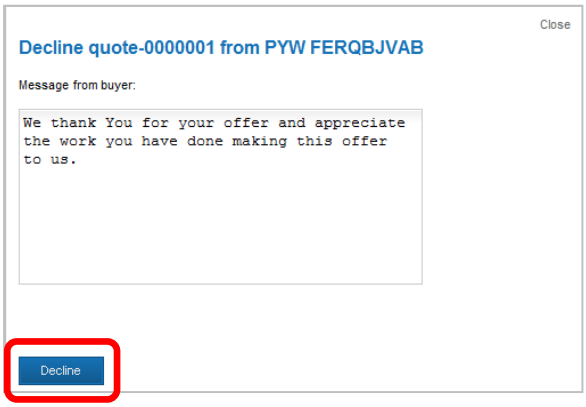
Close
Decline quote-0000001 from PYW FERQBJVAB
Message from buyer:
We thank You for your offer and appreciate the work you have done making this offer to us.
Decline

Figure 34: Confirm Decline – Single Quote

NOTE: If multiple quotes are selected, the rejection codes are transferred from Screening process into the body message of each notification email sent to each of the selected suppliers.

NOTE: If multiple quotes are selected, the list of suppliers appears in the **Confirm Decline** window.

Figure 35: Confirm Decline – Multiple Quote

6. Click **Decline** button.

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Also, you can decline the quote one by one from Quote details page. Do the following steps to decline the quote from the Quote details page:

1. Click the quote number under **Name** column.

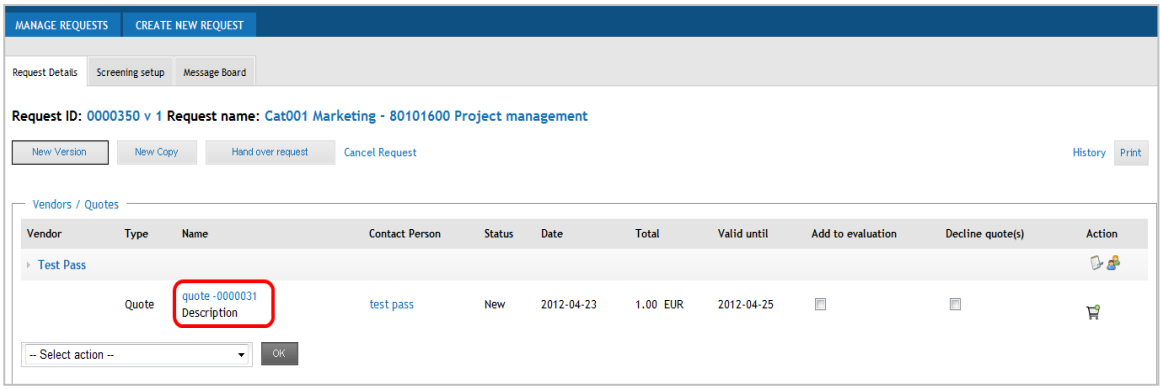

Figure 36: Request Detail

2. **Quote details** page opens.
3. Click **Decline** button.

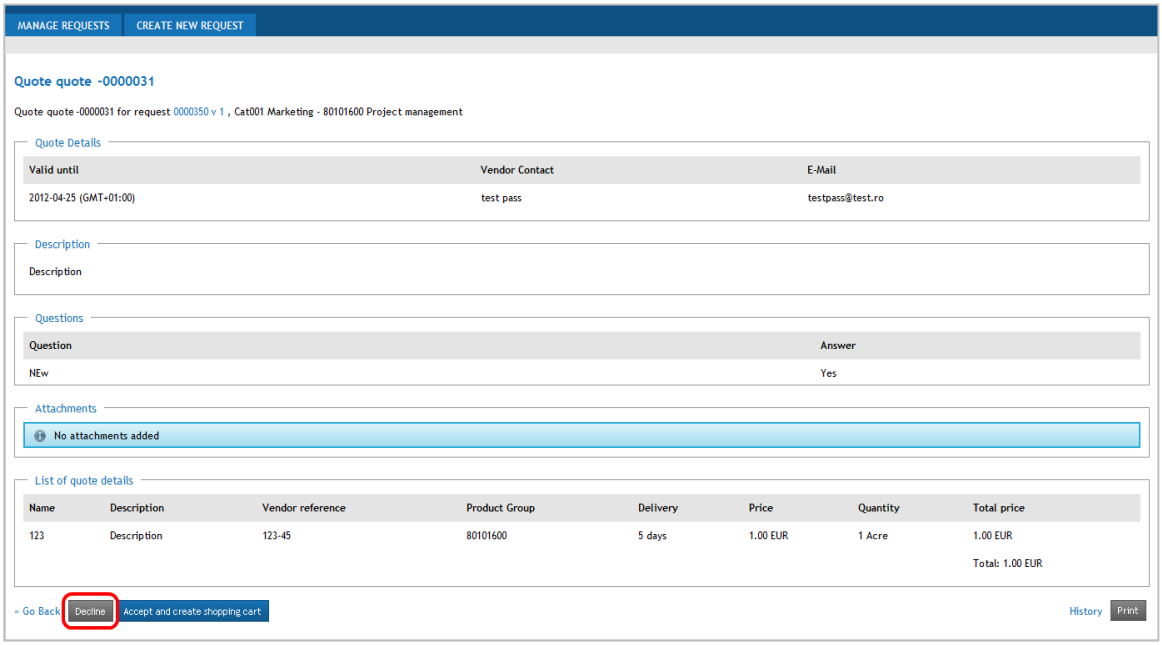

Figure 37: Quote Detail

4. Confirm Decline window appears.

   NOTE: Message contained in the window converts to body message of the notification mail sent to the selected supplier.

5. Customize the message, if required.

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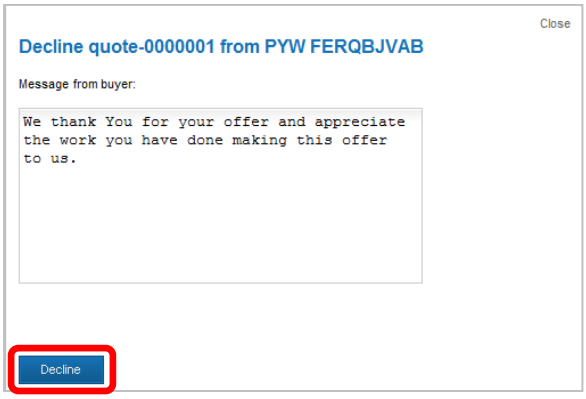
Close
Decline quote-0000001 from PYW FERQBJVAB
Message from buyer:
We thank You for your offer and appreciate the work you have done making this offer to us.
Decline

Figure 38: Confirm Decline

6. Click **Decline** button.

Hand over request

As the current owner of the request, you can hand over the request to a user or a group of users following the below steps:

1. Click on the **Hand over request** button on the **Request Details** page.

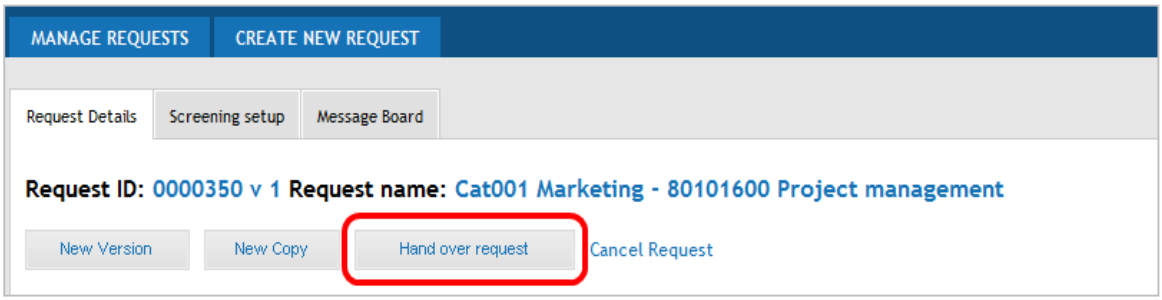

Figure 39: Hand over request

2. **Search group user** window displays.

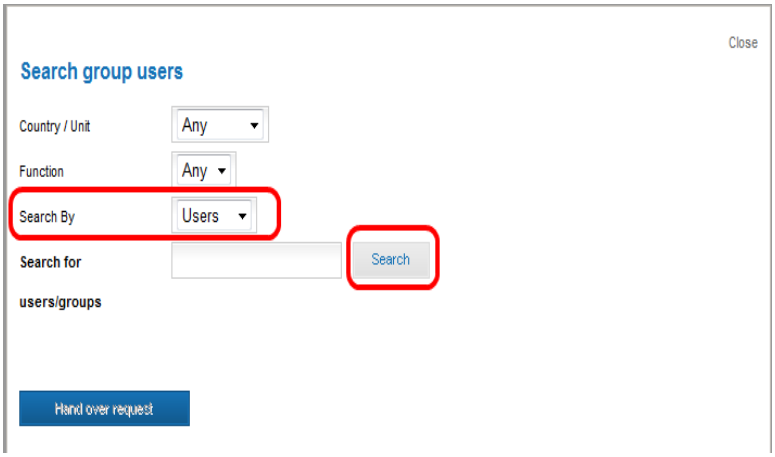

Figure 40: Search group users

3. Select **Users/Groups** from **Search by** dropdown menu, as required.
4. Select other filters from respective dropdowns, as required.
5. Click on the **Search** button.
6. **Users/Groups** list displays.

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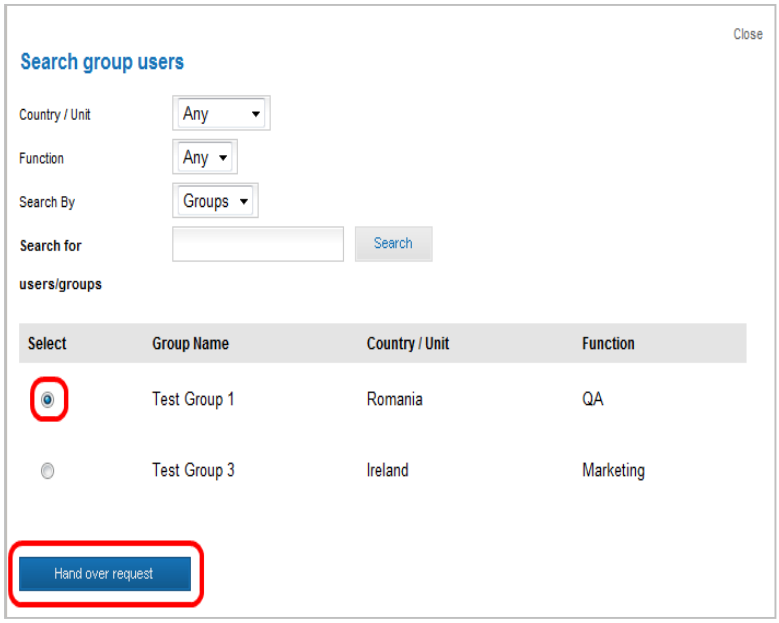

Figure 41: Users/Groups list

7. Select required user or group of users, as required.
8. Click on the **Hand over request** button.
9. **Confirm hand over request** window pops up.

Figure 42: Confirm hand over request

10. Click the **Yes** button to confirm hand over the request.

NOTE: *When the request is handed-over to a user (or a group), automatically an email notification will be sent to that user (or to all the users from that group).*

Assign the request

Once a request is handed over to a group, the request gets assigned also to the default assignee of that group.

If you want to assign the request to yourself, do the following steps:

1. Click on the **Request ID** under **Manage Request** tab to open the request.

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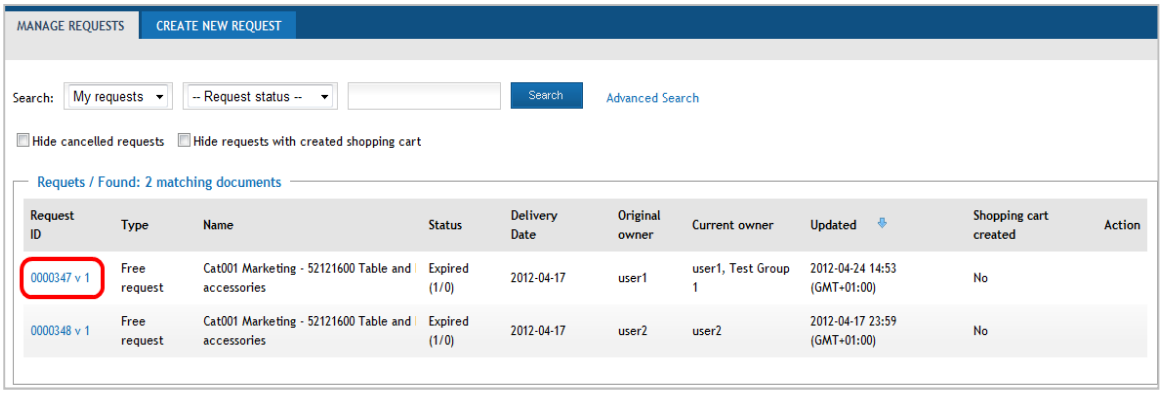
MANAGE REQUESTS
CREATE NEW REQUEST
Search: My requests -- Request status -- Search Advanced Search
Hide cancelled requests Hide requests with created shopping cart
Requets / Found: 2 matching documents
Request ID Type Name Status Delivery Date Original owner Current owner Updated Shopping cart created Action
0000347 v 1 Free request Cat001 Marketing - 52121600 Table and accessories Expired (1/0) 2012-04-17 user1 user1, Test Group 1 2012-04-24 14:53 (GMT+01:00) No
0000348 v 1 Free request Cat001 Marketing - 52121600 Table and accessories Expired (1/0) 2012-04-17 user2 user2 2012-04-17 23:59 (GMT+01:00) No

Figure 43: Assign the request

2. **Request Details** page opens.

MANAGE REQUESTS
CREATE NEW REQUEST
Request Details Screening setup Message Board
Request ID: 0000347 v 1 Request name: Cat001 Marketing - 52121600 Table and kitchen linen and accessories
New Copy Hand over request Assign to me History Print
Vendors / Quotes
Vendor Type Name Contact Person Status Date Total Valid until Action
Test Supplier1
Iulia Turcescu No quotes for this request

Figure 44: Assign to me

3. Click on the **Assign to me** button and the request gets assigned to you.

New Version

Click **New Version** button to create a new version of a sent request.

Click **New Copy** button to copy an earlier request and to use it as reference for a new request.

MANAGE REQUESTS
CREATE NEW REQUEST
Request Details Screening setup Message Board
Request ID: 0000347 v 1 Request name: Cat001 Marketing - 52121600 Table and kitchen linen and accessories
New Copy Hand over request Assign to me

Figure 45: New Version / Copy of Request

Accept a Quote and Create a Shopping Cart

A shopping cart can be created on a specific quote, as explained earlier or as explained below:

1. Click icon.

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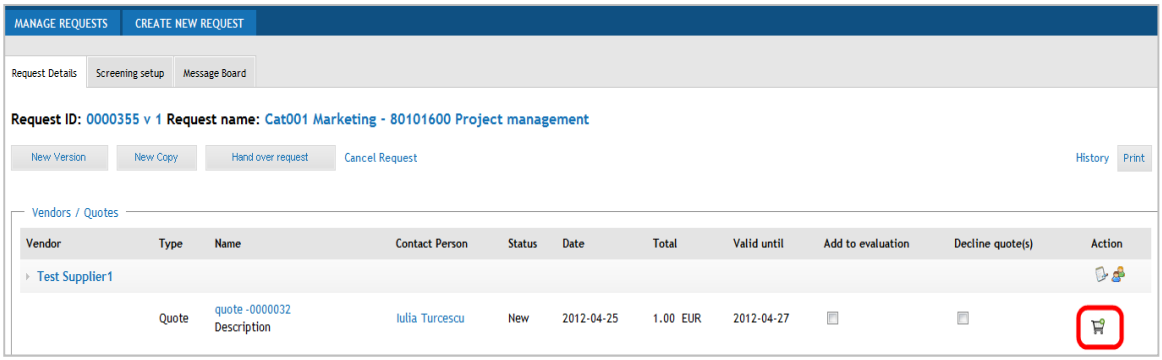

Figure 46: Create Shopping Cart

2. Confirm Accept window appears.
3. Customize the message in Confirm Accept window, if required.

   NOTE: Added message will be included in the body message of the notification e-mail sent to the supplier.

4. Click Accept and create shopping cart.

Close
Accept quote-0000001 from ZHVYYRA
Message from buyer:
Your quote has been checked out from IBX Request.
Accept and create shopping cart

Figure 47: Confirm Accept

5. IBX eProcurement page opens and displays the newly created shopping cart.

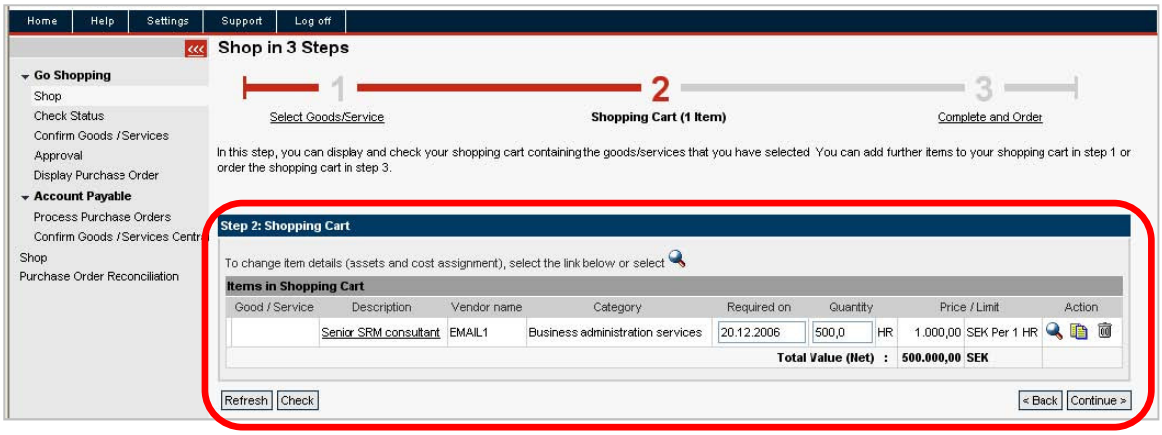

Figure 48: eProcurement page - Shopping Cart

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1.3 Evaluation of Quotes

Evaluation of quotes can be done by the following methods:

a) Using the Screening functionality.
b) Using the Evaluate functionality.

1.3.1 Screening Process

Screening process implies going through each received quote and approve or reject it.

Once the **Quote** is received, based on the **Screening Setup** defined by the request owner, **Screening Process** can be started any time.

Following steps describe the **Screening Process** by the request owner:

1. Click **Request ID** under **Manage Request** tab to open the **Responded** request.

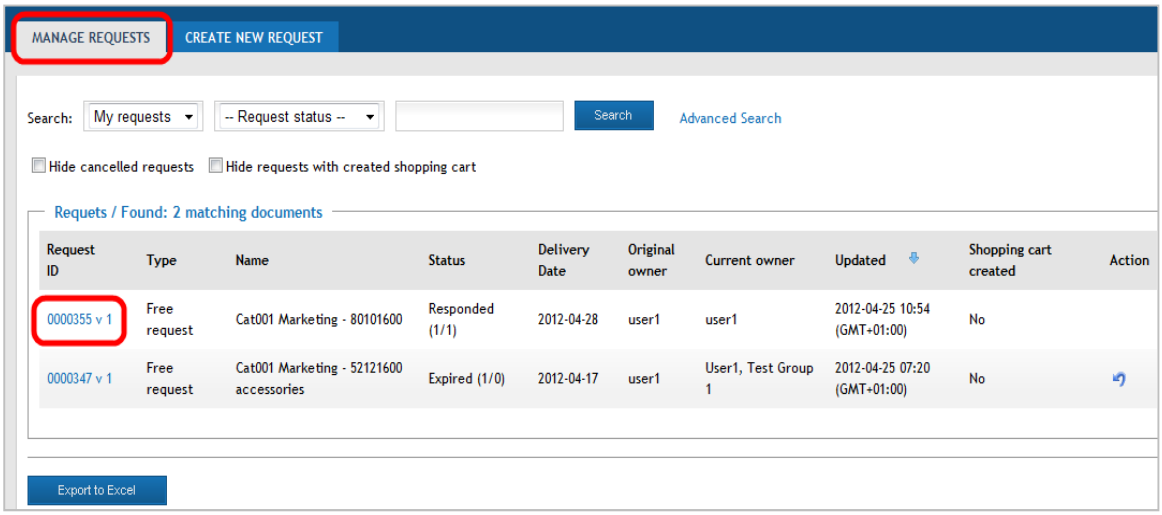

Figure 49: My Latest

2. Click **Submit for screening** under **Screening** section to enable **Screen** link under **Action** column under **Request Details** section.

NOTE: ***Submit for screening*** *option is enabled once quote is received, except if "All bids are sealed until the predefined quotation deadline" is enabled in the buyer profile. In this case,* ***Submit for screening*** *is enabled once the request moves to Expired state.*

NOTE: *In case no* ***Rejection code*** *is defined in the buyer profile, system displays an error message when request owner clicks* ***Submit for screening*** *button.*

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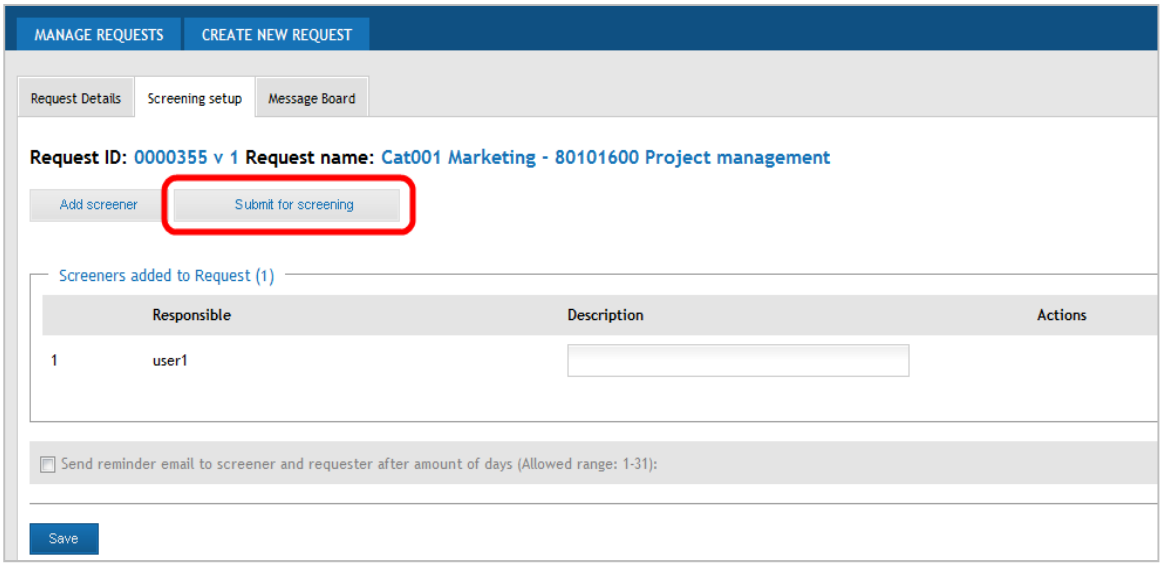

Figure 50: Submit for screening

NOTE: *Once you submit the quote for screening, **Re-submit for screening** button is enabled. You can resubmit the quote for screening at any time, while request is in the screening process as well after screening process has ended.*

3. Click **Screen** link under **Action** column or the **Quote ID** under **Request Details** section.

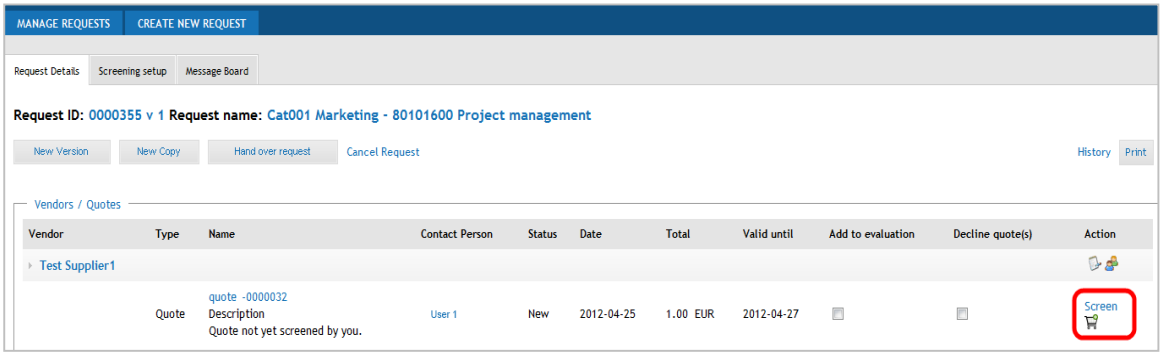

Figure 51: Screen

4. **Quote** page opens.
5. Under this page following actions can be taken:
   - Approve quote
   - Reject quote
   - Decline
   - Accept and create shopping cart
   - Go Back

   NOTE: *Even if the request owner declines or accepts the quote to create shopping cart, screening process is allowed for the desired request.*
6. To approve the quote, click **Approve quote** button.
7. To reject the quote, click **Reject quote** button.

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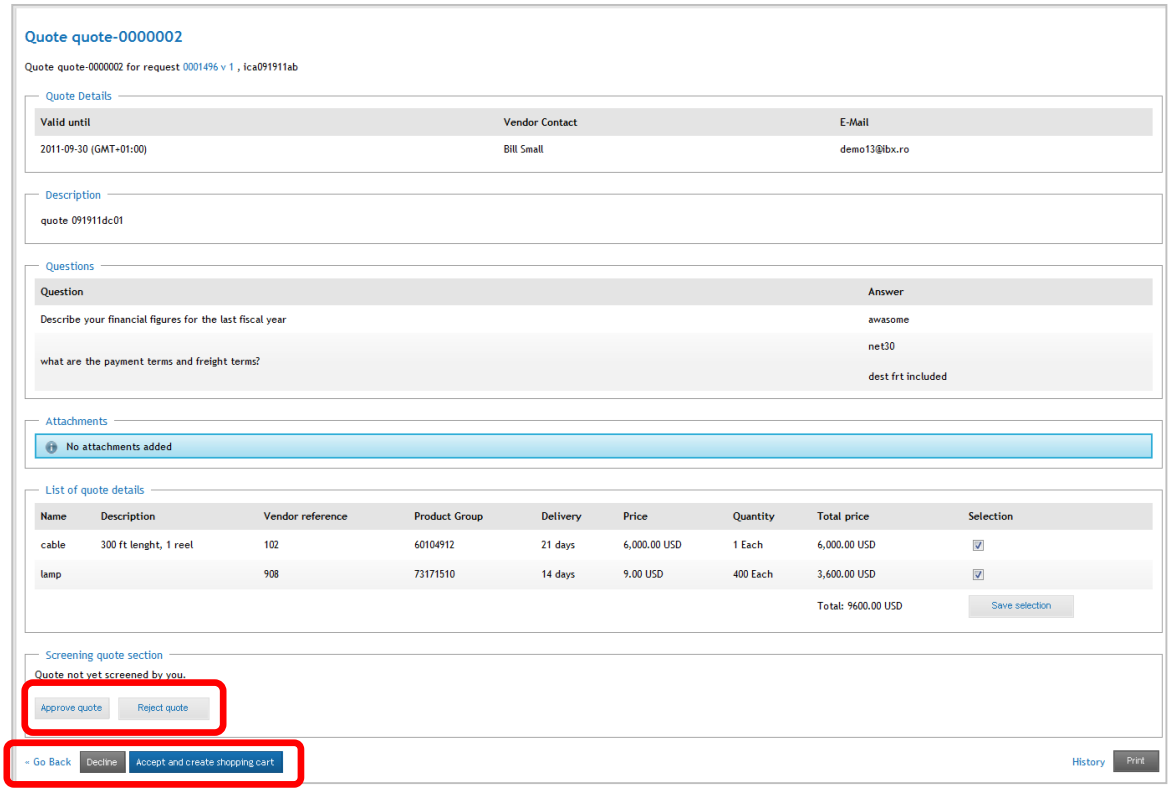

Figure 52: Quote

8. **Reject quote** page opens.
9. Select one or more **Rejection quote** check box (es).

   NOTE: *If no rejection code is selected in **Reject quote** page, system displays an error message.*

10. Enter comment in **Internal comment** textbox. This step is not mandatory.
11. If required, to hide the quote, select **Hide quote** check box.

    NOTE*: Hidden quotes can be unhidden by the request owner only, and hidden quotes will not be visible to the screener.*
12. Click **Save** button to save the rejection details.

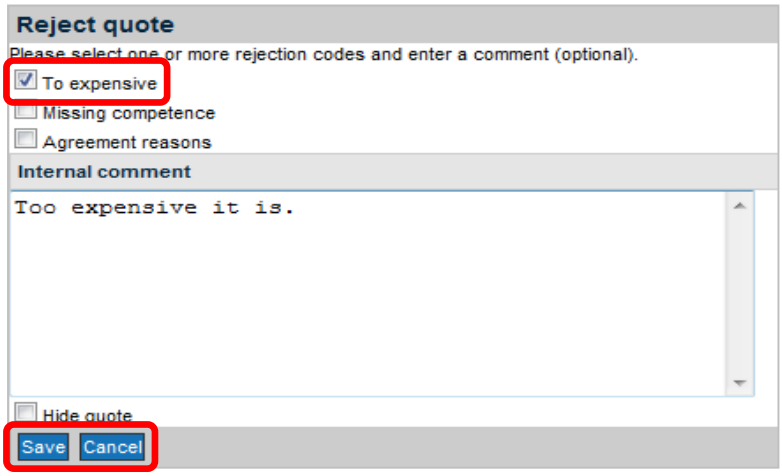

Figure 53: Reject quote

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13. Select **Complete screening/Decline screening** from the **Select action** dropdown menu under **Request Details** section to complete/decline screening process.

NOTE: *Complete screening/Decline screening option is enabled only after approving/rejecting the quote(s).*

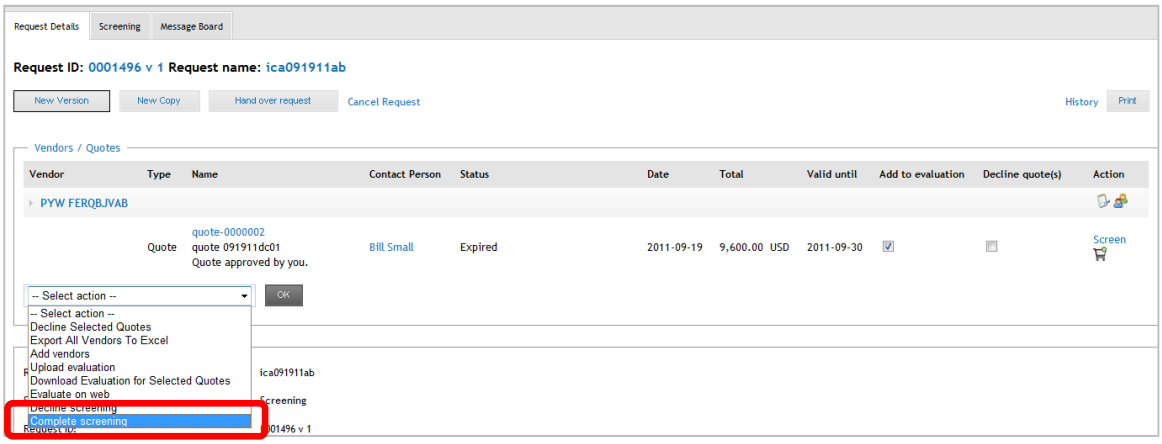

Figure 54: Complete/Decline Screening

Once the request owner completes/declines screening, an email notification is sent to the next screener, defined by the request owner in **Screening Setup**.

NOTE: *The screener gets email notification if:*

- *The request owner selects **Complete screening/Decline screening**.*
- *Amount of days for reminder mail, set up by the request owner is reached for the screener.*
- *The request owner clicks **Re-submit for screening** button.*

NOTE: If the request owner clicks **Re-submit for screening** button, screening process starts all over again with all rules remains same.

The Screener gets the email notification at an approximate one hour, when Screening step started for him. Also, the request owner gets a copy of the email sent to the screener.

Once email notification is received, following steps describe the **Screening Process** by the screener:

1. Click **Request ID** under **Manage Request** tab to open the **Screening** request.

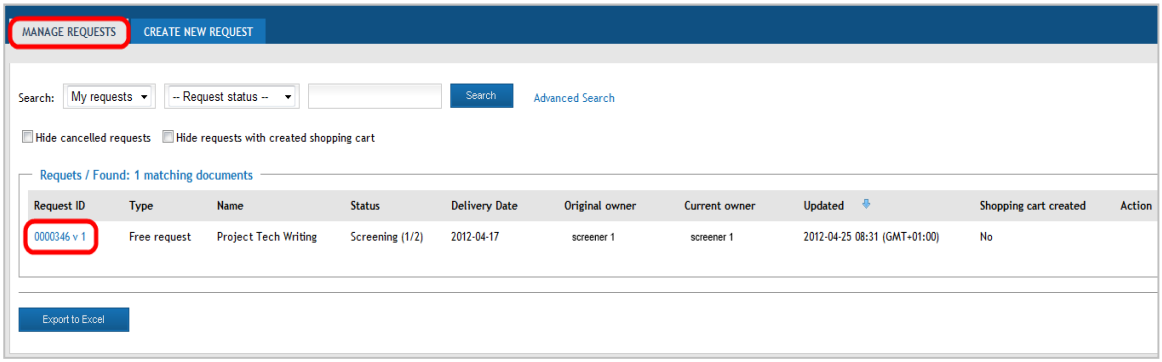

Figure 55: My Latest

2. Click **Screen** link under **Action** column or the **Quote ID**.

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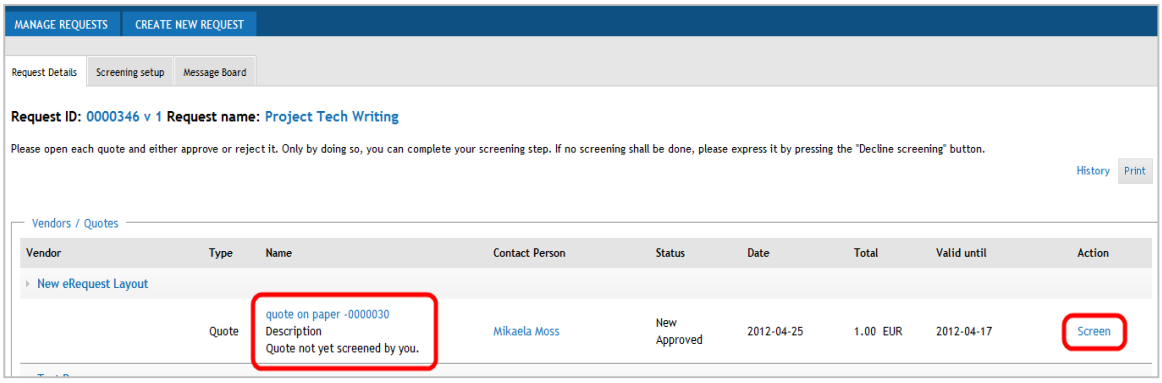

Figure 56: Screening process

3. **Quote** page opens.
4. To approve the quote, click **Approve quote** button.
5. To reject the quote, click **Reject quote** button.

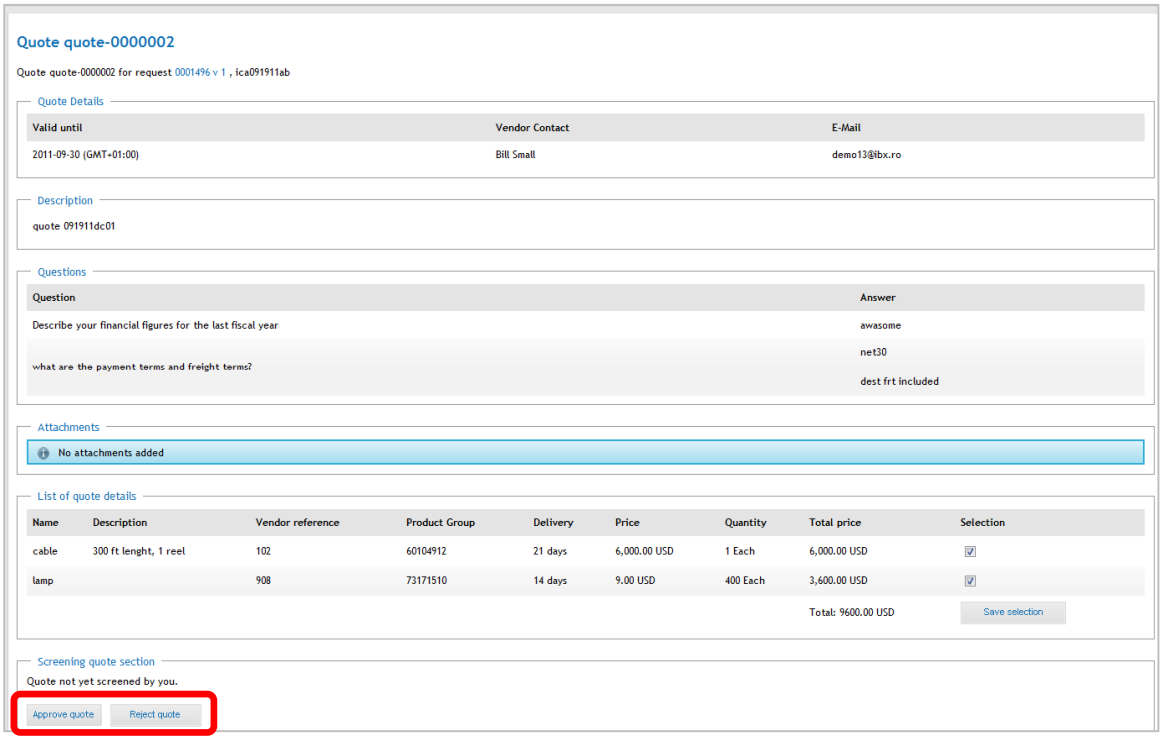

Figure 57: Quote

6. **Reject quote** page opens.
7. Select one or more **Rejection quote** check box (es).

   NOTE: *If no rejection code is selected in **Reject quote** page, system displays an error message*,

8. Enter comment in **Internal comment** textbox. This step is not mandatory.
9. Click **Save** button to save the rejection details.

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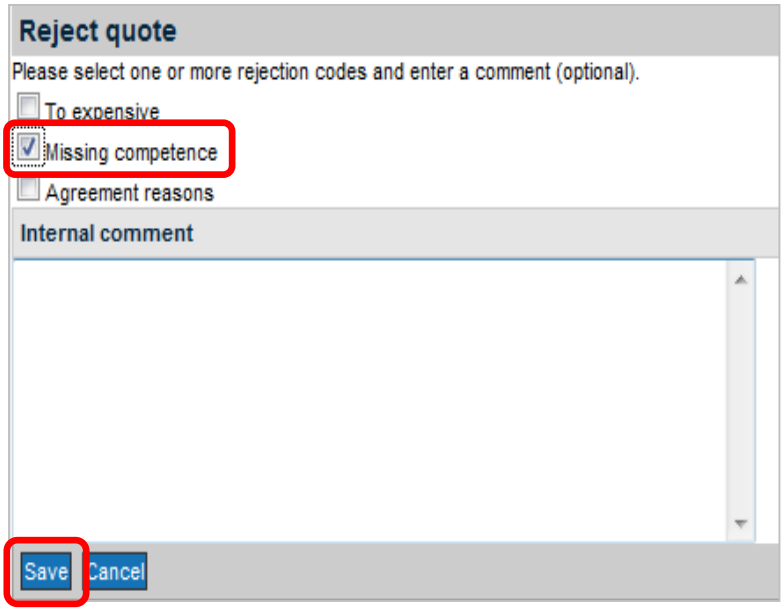

Figure 58: Reject quote

10. Select **Complete screening/Decline screening** to complete/decline screening process

    NOTE: ***Complete screening/Decline screening*** *option is enabled only after approving/rejecting the quote.*
11. Once the screener completes/declines screening, an email notification is sent to the next screener, defined by the request owner in the **Screening Setup**.

Above process is followed by all the remaining screeners to complete/decline the screening process.

Once screening process is completed/ declined by all screeners or the maximum amount of days for reminder mail to the screener, declared for the screening process is reached, the request owner receives an email notification.

Screening Status:

The following table lists the different statuses available during Screening Process:

Status	Meaning
Done	Screener has evaluated the quote
Declined	Screener has declined the quote
Pending	Screening is not yet started for the screener
Removed by request owner	Screening step/screener is skipped/removed by the request owner
Not performed	Maximum number of days declared for the Screening is reached and screener has not performed the screening

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1.3.2 Evaluation

The Evaluation option can be used to evaluate the received quotes. Select **Add to evaluation** checkbox to enable the evaluation. Select **Evaluation on web** from the **Select action** dropdown menu button to evaluate quotes.

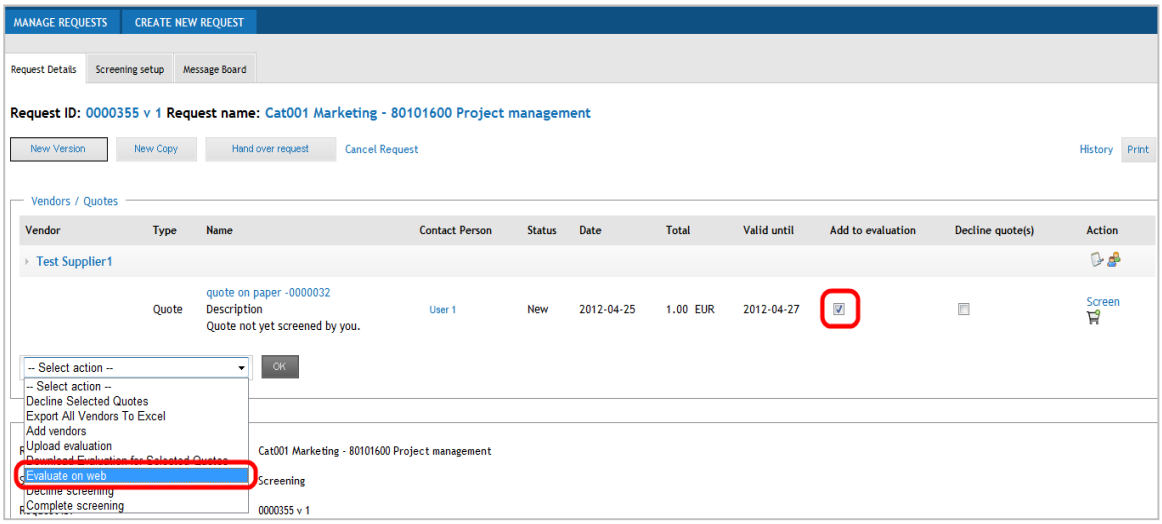

Figure 59: Evaluation of Quotes

Use the Evaluation section to evaluate the quotes and update the total cost. Click **Save and close** button to save the calculated evaluation.

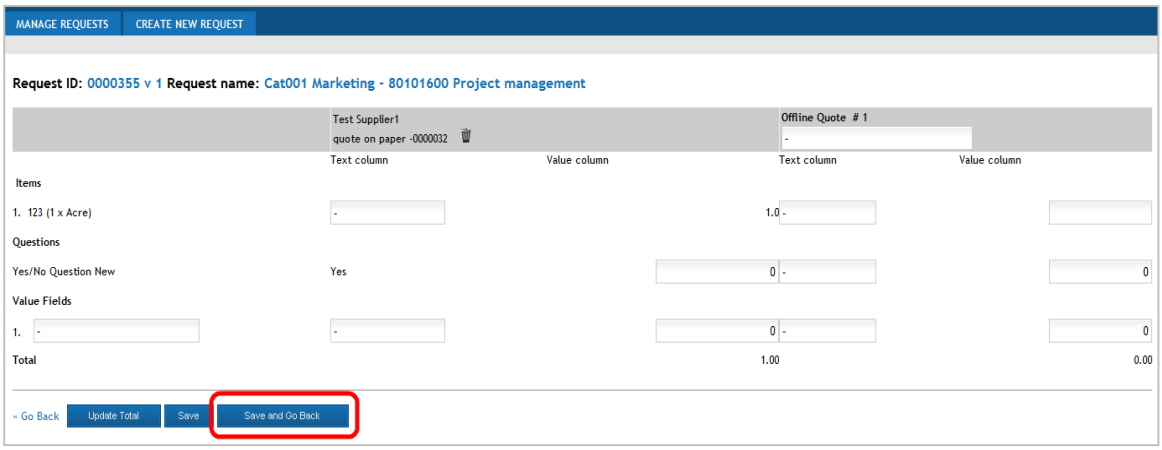

Figure 60: Evaluation Page

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1.4 Message Board

The **Message Board** section is used to exchange messages between vendors and buyers. It can also be used between request owner and screeners for exchange of messages.

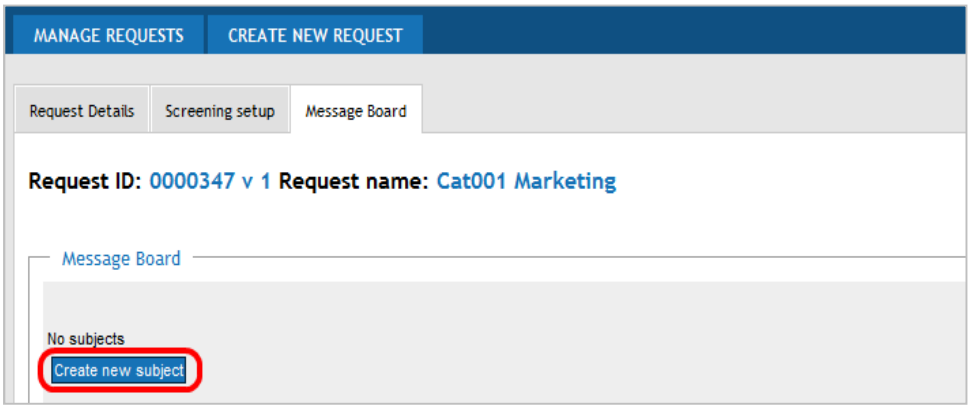

Figure 61: Message Board

Create New Subject

Click **Create new subject** button to create a new subject on the message board. Fill the subject and the message text in the text box and click **Send message** button. An email notification can be sent to the receivers by selecting the **Notify receivers by e-mail** checkbox.

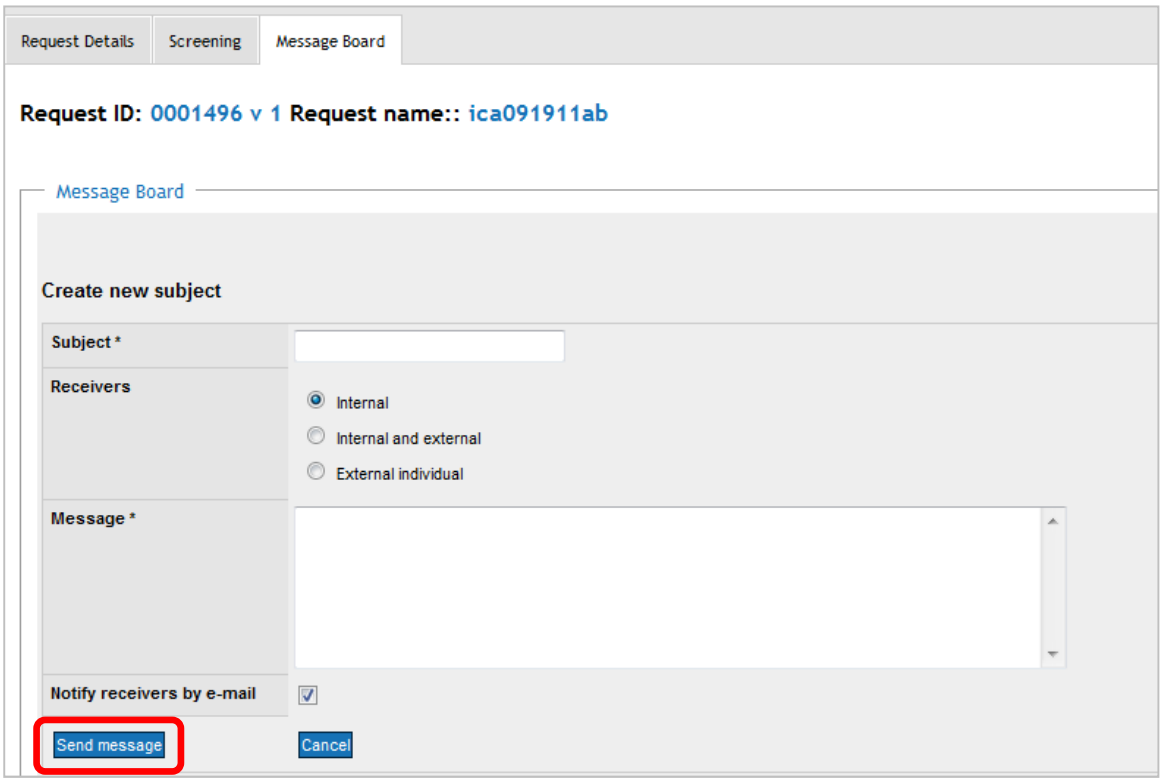

Figure 62: Message Board - Create New Subject

The addition of a new subject creates a discussion board for the exchange of messages. Click the **Reply** button for responding a query.

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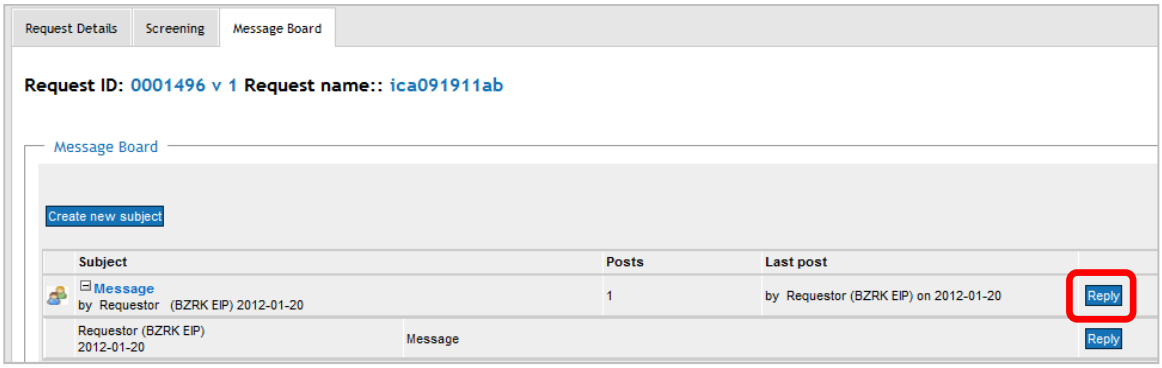

Figure 63: Message Board - Reply

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